

# Saint John the Apostle School

## 5<sup>th</sup> through 8<sup>th</sup> Grade

### Homework Room Procedure

When a student is not prepared for class due to a missing or incomplete assignment, the following procedure is in place:

- The student is sent to the school office to contact a parent, notifying the parent that the assignment is missing or incomplete.
- If a student has missing or incomplete work in multiple subjects in one day, the child will need to call the parent each time.
- The student will stay after school THE SAME DAY from 3:15 – 3:45 in the designated Homework Room.
- The student needs to stay the entire 30 minutes or repeat the time the next school day from 3:15 – 3:45.
- Siblings or children sharing the same transportation are not allowed in Homework Room or in the hallway outside of the Homework Room. It is a parent's responsibility to make arrangements for other children affected by the Homework Room timeframe. Children sent to After School Care will be charged accordingly.
- The student needs to exit the school through the NORTH (Vine Street) doors at 3:45. Students are not allowed to wait in an unsupervised construction zone.

Grades on late or missing assignments are generally lowered by 10% the first day, 20% the second day, 30% the third day and zero points given after that. The assignment still needs to be completed, but no points are given.

Long-term projects such as book reports, class reports, papers, etc.: If these projects are not completed and turned in on the assigned due date, teacher will take same action as daily paper, and will grade student on the percentage of the project that is complete. Teachers will use their own discretion on long-term projects.

If a student participates in the Homework Room more than ten times in one quarter, the next visits will be held from 7:15am – 7:45am according to staff availability. If a student participates in more than three morning visits in one quarter, a mandatory meeting with parents and staff will determine the next plan of action.

Updated 10/09