HOMEWORK PROCEDURES

When the first homework assignment is turned in, it is a good time to let students know the procedures for checking homework and your policy for late work. Often these policies and procedures will also be outlined in your class syllabus.

Common homework policies include:

- Using a designated bin for turning work in for each period. This helps keep you and your students organized, and helps you track and assess student work daily.

- Stamping homework while students complete a warm-up activity. The stamp indicates the assignment was completed on time, but the assignment is not collected. Instead, assignments are kept by students in their binders until the end of the month when a binder check is done and all their assignments are collected and their points are added up. 5 points are given for an assignment with a stamp, 3 points for a completed assignment with no stamp (completed late), and 0 points for incomplete or missing assignments. To ensure that students do quality work, choose two of the assignments in their notebook at random to assign a “quality grade.” Those two assignments are worth 20 additional points each.

Common late work policies include:

- Not accepting late work
- Accepting late work for one day only, for 10% reduction in grade
- Accepting late work for up to 3 days, with 50% reduction in grade

Other Thoughts About Homework:

- If you will be offering struggling students extra credit to bring their grades up near the end of a marking period, consider allowing only students with all homework assignments completed and turned in to attempt extra credit. Anyone else can be told to complete their missing assignments first, and can receive 50% of their earned grade on each.

- Homework is often best used as an extension of classwork. Consider planning your lessons so that a motivated student could complete all or most of the work in class. Thus, homework isn’t a separate assignment and isn’t inevitable. It is just the extra time you are giving students to complete their classwork. In this way, being focused and working hard in class means you can avoid having homework much of the time.