

Assignments

School-wide Policy for Assignments:

1. To be considered for credit, an assignment must be complete and turned in on time.
2. Grades will be lowered for late assignments.
3. Students who miss school due to illness will have time to complete assignments in direct proportion to the amount of time missed.
4. Homework is not usually assigned on weekends.
5. A student should have no more than two tests on any given day. (This may change at the end of a grading period with administrative permission and notification of the students.)

1. Collecting class work and homework for absent students: Seton teachers will collect homework for a student who is absent 2 or more days in a row. Parents need to pick up the assignments in the office and gather books from the student's locker by 4:00 p.m.

2. Assignment Policy/Procedure for 2005-06:

- If the homework is not finished for the class period it's due zero credit is given. However, if homework is turned in by the next day at that class time, the student could get partial credit (no detention, no phone calls home)
- If the work is not done by the next day's class period, credit will NOT be given.
- Students will have three coupons per month to use for forgotten assignments. The coupon only eliminates the grade reduction; the work is still due by the next day's class period. Coupons may not be used for long-term assignments.

3. Spelling:

- Seton's policy is that spelling will count on all assignments.
- A maximum of 7 percentage points are deducted.
- Capitalizing the first letter of the sentence and having correct ending punctuation is included in this spelling grade.

4. When a **major project** (i.e. essay, research paper) is assigned, the teacher will give the students a rubric that explains how points will be earned.

5. Assignment Notebooks: (Agendas)

- Teachers write in red ink in agendas when an assignment is not finished on time.
- Student may use any color to write assignments except red.
- Since the agenda is a primary means of communication about curriculum, assignments, and behavior, parents need to sign the current agenda page on a weekly basis and initial the Responsibility Card weekly
- STAR teachers will check agendas on Tuesdays for the previous week.
- Students will receive a star for each signature and each time a parent initials the Responsibility card.
- The best way to contact a teacher is through the Edline email. Parents may choose to write a note to a teacher in the agenda. It is the student's responsibility to show the note to the correct teacher.