# HOMEWORK & GRADING : Bushwick MS

##

## I. Homework Expectations

### Rationale

Homework at AFBMS is important for 5 main reasons:

#1- It provides a significant amount of additional learning time: an average of 80 minutes a night (each school night), which is 253 hours or 32 additional school days – extending our school year by more than another month of learning time.

#2 – It provides an important opportunity for spiraled review of important concepts learned in class.

#3 – It provides an opportunity for teachers to ensure scholars are meeting their expectations regarding quality of student work with detailed, individualized grades for quality of completion.

#4 – It provides an important timely measure of student performance data to scholars and parents.

#5 – It ensures that scholars will be prepared for increased levels of homework in high school and especially in college where the expectation is that for every hour of class a student must complete two hours of independent work.

### Teacher Expectations for Homework

**Quantity**

**Number of homework minutes per night (by grade)**

|  |  |
| --- | --- |
| **Grade** | **Minutes** |
| 5th / 6th  | 60 – 80 |
| 7th / 8th  | 80 – 120 |

We believe that, as scholars get older, it’s important for them to take on the responsibility of completing more homework. Scholars should experience increased rigor and number of homework minutes so that they can be better prepared for high school and college.

**Rigor**

It’s important that we hit the right degree of rigor for our scholars. To that end, homework should be rigorous enough to reflect the highest ends of Bloom’s Taxonomy, but should not leave scholars stumped or confused. Homework should be comprised of standards that scholars have previously mastered and should contain a combination of different levels of Bloom’s questioning.

***Lower Order*** ***Questions***

* **Knowledge (Remembering)**
These types of questions test the students’ ability to memorize and to recall terms, facts and details without necessarily understanding the concept.
**Key Words:** Memorize, Define, Identify, Repeat, Recall, State, Write, List & Name
* **Comprehension (Understanding)**
These questions test the students’ ability to summarize and describe in their own words without necessarily relating it to anything.
**Key Words:** Describe, Distinguish, Explain, Interpret, Predict, Recognize & Summarize

***Higher Order*** ***Questions***

* **Application (Transferring)**
Application questions encourage students to apply or transfer learning to their own life or to a context different than one in which it was learned.
**Key Words:** Apply, Compare, Contrast, Demonstrate, Examine, Relate, Solve & Use
* **Analysis (Relating)**
These questions encourage students to break material into parts, describe patterns and relationships among parts, to subdivide information and to show how it is put together.
**Key Words:** Analyze, Differentiate, Distinguish, Explain, Infer, Relate, Research & Separate
* **Synthesis (Creating)**
These questions encourage students create something new by using a combination of ideas from different sources to form a new whole.
**Key Words:** Arrange, Combine, Create, Design, Develop Formulate, Integrate & Organize
* **Evaluation (Judging)**
Evaluation questions encourage students to develop opinions and make value decisions about issues based on specific criteria.
**Key Words:** Assess, Critique, Determine, Evaluate, Judge, Justify, Measure & Recommend

**Expectations for Formatting**

All homework must contain the following common heading:

|  |
| --- |
| Scholar #\_\_\_\_Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher Name/Subject Many Minds. One Mission. 20\_ \_ |

**Inexcusable Errors**

These are errors that scholars should have mastered and internalized by this point in their educational career (e.g. capitalizing the first word in a sentence, misspelled vocabulary words, etc.) If the following basic criteria are not met on any of scholars’ written work, **teachers will reduce the grade automatically by 10%.**

Each grade level will have the opportunity to create its own list of inexcusable errors. The writing teacher will help the team to determine the appropriate list of inexcusable errors for his/her particular grade level. Deep Six errors will be captured on a poster and posted in each homeroom so that all scholars and teachers know the expectations for their grade level.

**Clear Directions**

All homework should contain clear directions. Scholars should never have to repeat a homework assignment because clear directions weren’t provided or weren’t clear. Directions should be provided at the top of the homework assignment. Further directions should be given in each section of the homework assignment as needed.

**Examples from Nilda Velez’s Writing Homework:**

|  |
| --- |
| **Directions:** In the following sentences, underline both the noun and the appositive. Draw an arrow from the appositive back to the noun it renames.**Directions:** Read pages 1 – 10 of The Diary of a Young Girl attached. Use the underlined sections of the text to answer all questions in complete, thoughtful sentences. Each answer must contain 3+ complete sentences. |

**Previewing Homework in Class**

Teachers should plan to preview and distribute homework at the end of class. Homework distribution and explanation should take no longer than two minutes (one best practice is to guide scholars through answering the first question on their homework for that night). Scholars are expected to place homework directly in their homework folders before the end of class. They’ll copy their homework assignment into their agenda during PM Homeroom or during class –the teacher should determine which is most appropriate.

### Expectations for Checking and Grading

Homework grading is a critical aspect to ensure scholars learn from their homework. Returning work in a timely way allows for scholars to receive the feedback and to connect actions with consequences for the scholars that did not do what was expected. Teachers are expected to enter missing and incomplete assignments before12:00pm the day the assignment has been turned in to ensure scholars go to missing and incomplete homework center. Teachers are expected to enter homework grades into IC no more than 24 hours after homework has been returned to scholars (day after Homework Center). Teachers are expected to grade scholars based on 50% effort and 50% achievement. All homework grades need to be entered into IC.

### Homework Organization

**Use of agendas**

Scholars are expected to use their agendas to write down their homework assignments nightly for two main reasons:

1. Scholar organization
2. Parents are informed of nightly scholar expectations

**Writing down assignments**

Scholars are expected to write down their homework in their agenda either during class or during PM Homeroom (at the teacher’s discretion). Teachers should plan to write homework on the whiteboard using homework number and topic designation. Scholars are expected to write down their homework in the exact same way. See example below:

**Math:** #147 – Line Graphs

**Literature:** #147 – *Seedfolks* EBQs (#1 – 5)

**Writing:** #147 – Appositives WS

**Science:** None

**Social Studies:** None

### Note: Book Club homework is assigned and jotted down during Book Club, as opposed to PM Homeroom.

### Homework Accountability

**Minimal Expectations for Student Work**

1. 100% Completion **–** Since homework is a critical part of a college prep education, students are required to complete all homework assignments, and do so with top quality.
2. Top Quality Guidelines– Homework is considered Top Quality (and therefore complete) if it meets the following criteria:
	1. *Neat*– The student has taken the time to write with his/her best penmanship.
	2. *Complete*– The assignment is entirely finished. The proper heading and all questions are answered fully and to the specifications set by the teacher.
	3. *Professional*– Papers are not folded, crumpled, or torn. The paper does not have uneven edges.
	4. *Thoughtful*– The student has taken the time to carefully think through their responses/answers.
	5. *Checked/Proofread*– The student has checked over their work for careless mistakes, such as spelling and grammar errors. Students are expected to incorporate all grammar standards (Deep Six) that they’ve mastered into their writing products.

**Parent Involvement**

Parents play an important role in homework accountability. To that end, we expect parents to do the following:

* Answer the phone (or follow up via email, if applicable) when teachers and scholars call about missing or incomplete homework either in the morning during AM homeroom or after school.
* Review their scholars’ homework nightly.
* Agree to enroll scholar in After School Homework Support, if applicable.
* Agree to meet with Academic Dean and Platinum Teachers if asked.

### All Consequences

1. **Failure to submit homework in AM Homeroom**

Scholars who fail to submit homework in AM Homeroom will receive an automatic demerit in Kickboard. The homeroom teacher is responsible for logging missing work into kickboard every morning after a quick visual check. Teachers should click the “Missing” tab in Kickboard which will automatically assign the scholar with a demerit and flag the scholar for missing/incomplete HWC that day.

1. **Submitting incomplete homework**

Scholars who fail to fully complete their homework before turning in during AM homework will receive an automatic demerit in Kickboard. The homeroom teacher is responsible for logging incomplete work into kickboard every morning after a quick visual check along with missing work. Teachers should click the “Incomplete” tab in Kickboard which will automatically assign the scholar with a demerit and flag the scholar for missing/incomplete homework center that day. Scholars may bring their incomplete work with them to Missing/Incomplete HWC or they will have to start again from scratch.

1. **Submitting homework with several errors**

If a scholar submits a homework that has multiple errors, they may be eligible for Homework Help. Any scholar that receives a score of less than 70% is eligible to be pulled from recess to attend a targeted re-teach with the content teacher on the skills that they are lacking.

Teachers should score homework on the day it is received and enter the grades into IC. They should then determine the group of scholars that they want to work with on the next day (the group should be no larger than 10 scholars). Teachers will go into Kickboard the next morning and click the tab that corresponds to their content area before 12:00pm.

\*Note\* Teachers cannot use the Kickboard tabs the day they receive the homework because Kickboard resets at midnight. Teachers must select their scholars for re-teach the morning of the day they will conduct the re-teach in Homework Center.

1. **Submitting homework that contains inexcusable errors**

Scholars who submit homework with grammatical and/or formatting errors will automatically lose 10% of their grade. **These scholars will not attend Homework Center.**

1. **Submitting re-do during Homework Center**

In Missing/Incomplete HWC, scholars will submit the work that they have done at the end of the period. Scholars will clearly indicate that this work was done in Missing/Incomplete HWC by writing “M/I” in large letters in the upper right-hand corner. Scholars can only earn 50% of the grade they earned in M/I. This work will be distributed to teacher mailboxes so that teachers can pick it up after lunch at their convenience. This will give teachers a complete set of homework to grade for that night.

1. **Failing to submit Missing/Incomplete work or putting in little to no effort in HWC**

Scholars who fail to submit homework during Homework Center and who did not put forth great effort (slacked off, caused behavioral problems, etc) will earn an automatic detention.

1. **Cheating**

Cheating is not tolerated. Scholars caught cheating on their homework will receive an automatic suspension. Scholars will also earn an automatic zero on the assignment with no chance to make up their work.

1. **Submitting late homework**

See Late Homework Policy.

### Homework Center

Scholars will be pulled for Homework Help HWC during recess **the day AFTER their homework is submitted** at the earliest (see diagrams below). This allows teachers the time to grade the homework (24 hours). Scholars will be pulled for Missing/Incomplete HWC during recess **the same day that assignment was due.** Scholars with Missing/Incomplete HWC will also have to call their parents during AM homeroom and serve a silent lunch that day.

A scholar will be pulled for Homework Center for the following reasons:

* Did not submit homework (Missing)
* Submitted incomplete homework (Incomplete)
* Teacher would like to remediate instruction for a scholar that earned less than 70% on a homework assignment (designated content tab in Kickboard)

**Staffing**

HW Center will be staffed as follows (per grade team):

* 1 teacher/intern for Missing/Incomplete Room
* 3 content teachers

Homework Center Assignments by Day

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M** | **T** | **W** | **Th** | **F** |
| ScienceSocial StudiesMath | LiteratureWritingMath | ScienceSocial StudiesMath | LiteratureWritingMath | No Homework Help, M/I only in the cafeteria |

**Location**

Each content teacher will be assigned a designated location for his/her content area to be determined by the grade team.

**Procedure for Homework Center for Missing/Incomplete**

1. The intern will deliver the HWC lists to homeroom mailboxes by 12:15pm.
2. Teachers will read the Homework Center list before scholars transition to Lunch or Recess.
3. Scholars who have lunch before HWC should bring their scholar binder with agenda, homework folder, and IR book inside it. Scholars that have recess first will already be upstairs to transition to their designated HWC location with these materials.

Homework Center Monitor will collect scholars who have Homework Center for Missing/Incomplete from downstairs if scholar have lunch first, or from their homerooms if scholar have recess first (grade level specific)

1. Scholars will collect a new homework upon entrance to Homework Center.
2. Homework Center Monitor will silently take attendance. Any scholar who does not attend Homework Center will earn an automatic detention.
3. Scholars may ask questions during this time but there should only be one-on-one interactions. Scholars should not be talking to each other, making eyes, or other misbehaviors that is common to independent work time.
4. At the end of Homework Center, scholars will turn in the work that they completed for the HWC monitor to distribute to teacher mailboxes that day.
5. Homework Center Monitor will dismiss scholars to their homerooms. If recess precedes lunch, Homework Center Monitor will walk scholars downstairs to lunch, ensuring they’re seated before departing (if applicable).
6. Teacher logs demerits for behavioral infractions or auto-detentions for no work or little effort if/as needed.

**Procedure for Scholars Selected for Homework Help**

1. The intern will deliver the HWC lists to homeroom mailboxes by 12:15pm.
2. Teachers will read the Homework Center list before scholars transition to Lunch or Recess making sure to tell scholars which subject they will be receiving help with and the location of the homework help.
3. Scholars who have lunch before HWC should bring their scholar binder with agenda and homework folder inside it. Scholars that have recess first will already be upstairs to transition to their designated HWC location with these materials.
4. If scholars have lunch before HWC, the teacher running the Homework Help will pick their scholars up from the cafeteria. If scholars have HWC before lunch, teachers will wait for scholars to show up to the designated area as the rest of scholars proceed to recess.
5. Teacher passes out re-teach materials to scholars. This can take many forms (e.g. original scholar work, modified homework focusing on missed skill, new materials to reinforce a missed skill).
6. Teacher explains to scholars why they’ve been ‘hand-selected’ for the group.
7. Teacher then begins mini-lesson on targeted material.
8. At the end of Homework Center, scholars will place their work in the Graded Work portion of their binder.
9. Homework Center Monitor will dismiss scholars to their homerooms. If recess precedes lunch, Homework Center Monitor will walk scholars downstairs to lunch, ensuring they’re seated before departing (if applicable).
10. Teacher logs demerits for behavioral infractions if/as needed.

**Misbehavior**

Scholar misbehavior will result in consequences according to the regular merit / demerit system.

**Writing Utensils**

Scholars who fail to bring a writing utensil will earn a demerit for Scholar Preparation. Scholar should borrow a writing utensil from a teammate or from Academic Dean (and will provide collateral).

###

### Homework Requirements by Grade

**HOMEWORK ASSIGNMENT BREAKDOWN**

|  |  |  |
| --- | --- | --- |
| **Days of the Week** | **5th/6th**  | **7th/8th**  |
| **Monday/Wednesday**  | Math – 20SS – 20Sci – 20Book Club – 20**Total**: 80 minutes | Math – 25- 30SS – 25 - 30Sci – 25 - 30Book Club – 25 - 30 **Total:** 100 - 120 min |
| **Tuesday/Thursday**  | Math – 20Literature – 20 Writing – 20 Book Club – 20**Total:** 80 minutes | Math – 25- 30Literature – 25 - 30Writing – 25 – 30Book Club – 25 - 30**Total:** 100 - 120 min |
| **Friday** | Math – 20Literature – 20 Writing – 20 SS – 20Sci – 20Book Club – 20**Total:** 120 minutes | Math – 25- 30Literature – 25 - 30Writing – 25 – 30SS – 25 – 30Sci – 25 - 30Book Club – 25 - 30**Total:** 150 - 180 min |

**Rewards**

Scholars with 100% homework accuracy and completion will earn several opportunities for celebration throughout the year. These scholars are designated as “Homework All-Stars.”

See **Academic Incentives**.

### Homework Collection Process (Example Turnaround)

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Purpose** | **Who** | **Action** |
| Previous day(Tuesday)  | HW distribution | Core teachers and scholars | 1. In class, literature, writing and math teachers distribute HW #24 to scholars in class. Scholars will be informed which pages they’ll need to read for Book Club when their group meets.
2. Scholars place homework in Homework Folders.
3. Scholars copy down all homework assignments either during class or during PM HR.
4. Scholars bring their three HW #24 assignments home (as well as their Book Club novels) and work hard to complete those assignments.
 |
| 7:25 – 7:40 (Wednesday)Collect and clip assignments | HW collection and initial check | AM HR teachers and scholars | 1. Call for scholars to take out all 3 HW assignments. (Their ‘number’ should already be in the top right-hand corner of each assignment)
2. Teacher will call for each homework assignment to be held in the air for a visual check. The other homeroom teacher will quickly walk to see which scholars do not have their homework or which homework is incomplete.
3. One homeroom teacher will log missing/incomplete assignments into Kickboard as the other teacher is calling out scholars without their work.
4. Scholars are then given 15 seconds to pass forward (by column) first assignment.
5. Scholar monitor (front row) organizes the papers into numerical order and clips them.
6. Each class has a sheet of paper that includes all scholars’ names, their homework number, and columns indicating whether they submitted their homework. This Homework Homeroom Sheet should be placed on the front of every set of homework assignments. See appendix.
7. Process is repeated for all HW assignments.
8. One homeroom teacher monitors scholars call home to let their parents know that they have missing/incomplete work
9. Scholar monitor places all binder clipped homework into the class mailbox outside individual homerooms.
10. Teachers pick up their homework from the homeroom mailbox as they enter each classroom for the day.
 |
| 8:00 (Wed) – 8:00 AM (Thurs.)(one full day) | HW grading | AFBMS core content teachers (Literature, Writing, Math,) | 1. Teachers go through normal AM Homeroom procedures.
2. Teacher selects scholars for Homework Help in Kickboard before 12:00pm.

**\*Note\*** Teachers cannot select scholars before the day that they will pull for HWC. |
| 12:00 PM | Student notification of HWC roster | Ops and Homeroom teachers | 1. At 12:00pm, the Intern will print out a Homework Center roster.
2. Intern will deliver the HWC list to homerooms by 12:15
3. Homeroom teachers will read off the Homework Center roster before transitioning to recess or lunch.
 |
| Lunch/Recess (Thurs) | HW Center | All teachers  |  See HW Center Procedures |

**Parent Communication**

Scholars are responsible for calling their parents during AM Homeroom to let them know if they have missing or incomplete homework. Homeroom teachers should coordinate so that one teacher can step into the hallway with scholars whose work is missing or incomplete to make parent calls.

Grade Teams are responsible for making weekly calls to parents of scholars who have missed homework in their class that week (time will be allocated in Grade Team Meetings to make calls). Academic Deans will provide a formatted letter that teachers can use to mail home to parents as well, if desired.

**Teacher Accountability for Grade Entry**

Teachers are accountable for entering grades no more than 24 hours after Homework Center. Teachers are expected to grade scholars based on 50% effort (neat, complete, professional, etc) and 50% achievement (number of questions answered correctly).

**Absent Scholars**

If a scholar misses school, he/she can collect homework in his/her student mailbox upon return. Parents can also choose to come collect a scholar’s homework the same day he/she is absent. See **Absent Work Policy.**

###

### What Ifs:

**Scholar is sick**

* He/she has as many days as he/she was out before he/she must submit homework

**Scholar has 2 incomplete homeworks**

* Will attend Homework Center
* Will earn one demerit

**Scholar needs extra help to complete his/her work**

* Scholar will attend After School Homework Support as determined by Grade Teams
* Automatically enrolled if PID based on HW
* Parents can “opt in” to have scholars attend ASHS if seats are still available (30 seats total).

**Scholar refuses to do work during Homework Center**

* Automatic detention
* Parent phone call same day or during Grade Team Meeting (teacher’s preference)
* No opportunity to make it up – will keep initial grade

**There’s a pull-out conflict between ELA and Math, for example?**

The intern will give precedence to certain subjects. Literature and Writing will always take precedence over Math. Math will always take precedence over Science and Social Studies. If a scholar is flagged for Homework Help in Literature and Writing, the intern will place the scholar in which ever group the least number of scholars are in to balance the numbers. The same will hold true for Science and History if the scholar is not also flagged for Math.

###

### Late Work Submission Policy

**Preamble**

Teachers are expected to ensure all homework set complies with the conditions laid out in the Homework Policy.

This policy applies to situations where students do not submit their homework on time, or at all. It outlines the procedure for setting extensions of deadlines.

**Rationale**

This policy aims to:

* Promote personal excellence in student learning.
* Encourage students to be conscientious in their studies and reliable in the submission of their work.
* Develop and maintain a consistent approach to the submission of work by teachers, so that students clearly understand what is expected.
* Empower Academic Deans and Deans of School Culture with relevant information regarding students who do complete work on time, so that they can support and encourage the students in their care.
* Strengthen the lines of communication between school and home.

**Absent Work Policy**

Students who are not in school miss critical academic assignments and assessments.  Our school make-up policy is designed to hold students accountable for all missed assignments and assessments, as well as to ensure timely make-up work such that students do not fall behind academically.

*Scholar Mailboxes.* If a student misses a class for any reason due to absence, the student’s missed homework assignments will be compiled in his or her mailbox in his/her homeroom class.  **We strongly encourage students or their families to pick up work from the scholar mailbox between 3:45pm and 5:00pm on the day of the absence.** This will be the easiest way for scholars to stay up to date with assignments.

*Return to School.* Students who are absent must report to the main office immediately upon the first day of their return to school.

*Assessments.* If a student is absent for any reason (up to five consecutive days), or if a student is late and/or dismissed early, all missed assessments (e.g., tests, quizzes) must be made up within the number of consecutive school days that the student had been absent.  For example, if a student had been absent for three consecutive days, he/she would have three school days to take the missed assessment.  If a student is absent for five or more consecutive school days, he/she must meet with the school Principal to determine a reasonable timeline for making up missed assessments.

In rare circumstances, exceptions to the make-up policy may be granted by a school administrator.

**How to Submit Late Work due to Absence**

Upon scholar’s return to school, he/she will be expected to submit homework during AM Homeroom. Scholars will submit their late homework in the same fashion as they normally do:

1. They’ll pass late homework up to the Homework Monitor (by content area) after all other homework has been collected and is going through the sorting process.
2. The Homework Monitor will ensure that the current day’s homework is sorted and then place the late homework at the back of the pile.
3. Then, the Homework Monitor will identify that the homework is being submitted late by indicating the following information on the scholar homework report on top of the homework pile:
* Late: Scholar Name, Homework Assignment #
* EX: Late: Johnny Jones, #163
1. Homework Monitor will submit homework pile as he/she normally would.
2. Finally, teacher will retrieve homework from the homeroom mailbox outside of the room as they normally would.
3. **Note:** There are no deductions for late work due to absence (scholars already earn Scholar Dollar deductions for being absent and are also mandated to attend Friday Academic Make-Up).

**Note:** *late work will ONLY be accepted during AM Homeroom.*

**Earning Credit for Late Homework**

In the event that homework is not submitted in this timeframe, scholars will **not get credit** for the assignment.

EXAMPLE: Scholar is absent Tuesday and Wednesday. All late work is due Monday. Scholar does not submit his/her work on Monday during AM HR. Scholar **cannot** earn credit for his/her homework. Teacher should enter an automatic zero into the grade book.

**Additional Scenarios**

There are several types of breaches of the Late Work Submission Policy. These breaches are outlined below.

**Scholars Arrive After AM Homeroom**

When the scholar arrives at school late, they will check in with the office manager to receive a pass to class. Scholars will show the office manager their work. The office manager will monitor for missing work and enter scholars into Missing/Incomplete at this time. Scholars will take their homework and place it in the homeroom mailbox outside the class for teachers to pick up later.

**Scholars Arrive During AM Homeroom, But Missed Homework Check**

Teacher will give to the homework monitors after quickly checking for completion. If any work is missing or incomplete, the teacher will enter this information into Kickboard at that time.

**If a Student is Late and Turns in the Assignment**

If a student is late and turns in the assignment after 12:00pm or on a later day, the assignment completion status of “Missing” will remain for that assignment. Again, this assignment will be submitted to the Office Manager. If submitted after 12 PM, then late submission policy automatically applies and the scholar will earn -50%.

### After School Homework Support

After School Homework Support is a quiet, constructive place where students complete missed or incomplete assignments, and then begin the successful completion of their next evening’s homework assignments. During After School Homework Support, academic support is provided by an AFBMS staff member, including interns. The goals of After School Homework Support are to increase homework completion rates, improve homework quality, help students achieve mastery of academic objectives, and build academic confidence.

Scholars can be “enrolled” in After School Homework Support by grade teams and Academic Deans on a rolling basis. Late transportation will not be available, so families will need to make alternative transportation arrangements.

The following policies apply to After School Homework Support attendance:

* **Other than for family/medical emergencies or health-related appointments, scholars may not be excused from After School Homework Support**, as it is a critical part of the school’s academic program**.**
* Parents must contact **the After School Homework Support Coordinator** if scholar is not going to attend. ASHSC must approve. Just like detention, families will receive one ‘pass’ per trimester.
* Only in very rare circumstances will a scholar ever be excused from ASHS more than one time

 during a given academic trimester.

**Procedures:**

* 1. Families and scholars are informed that they must attend After School Homework.
	2. Scholar is collected by grade chair or another designated teacher during PM homeroom and is taken to designated classroom. Scholar will wait in line until met by ASHS coordinator.
	3. Grade chair should then immediately report to dismissal.
	4. ASHS Coordinator will welcome scholars into class. Scholars will sit in assigned seats.
	5. Scholars will immediately take out tonight’s homework. Scholars are to remain on silent unless talking with ASHS coordinator.
	6. Scholars will work on homework.
	7. Scholars will have the opportunity to earn a sticker from the ASHS coordinator several times during the ASHS session.
	8. If the scholar has completed his/her homework to meet 100% top quality, then the ASHS coordinator will place a sticker for the appropriate subject on the scholar’s personal tracker.
	9. The ASHS coordinator is available to answer questions at all times and should plan to work 1:1 with scholars in need between 4:00 – 5:30 PM.
	10. Scholars will have a 10-minute break from 4:45- 4:55 PM. AFBMS will provide snack during this time. The coordinator may choose to let scholars bring in their own snack from home and use electronics during the break.
	11. At 5:25 PM, the ASHS Coordinator will shout out scholars who earned 4 out of 4 stamps during the period. Note: On Thursdays, scholars will have their merits added up, announced to the class, and entered into our Google docs.
	12. Scholars will line up and will dismiss with coordinator following dismissal procedures.

**Coordinator Expectations**

The ASHS Coordinator is expected to:

* Arrive at least 2 minutes prior to dismissal
* Greet scholars on time at the door
* Engage fully with scholars at all times – no use of cell phone or laptop during this time
* Adhere to school wide expectations at all times
* Enter demerits daily (as needed) and merits (on Thursdays)
* Walk scholars out to the corner after class is over and ensure that scholars are picked up by a parent or guardian (or take public transportation). If scholar is not picked up, ASHSC should contact After School Coordinator and scholars should wait with ASC until picked up.

**Consequences**

**Failing to attend After School Homework Support**

Scholars who fail to attend ASHS will earn an automatic detention.

**Arriving late to After School Homework Support**

Scholars who arrive late to ASHS for any reason will earn an automatic demerit and may enter ASHS.

**Misbehaving during After School Homework Support**

The same consequences apply to after school as during school.

**Arriving unprepared to After School Homework Support**

Scholars who arrive unprepared will earn an automatic Scholar Preparation demerit. Scholars must bring two pencils, all homework, their book club book, and an IR book every day. A scholar may only leave the ASHS room to get homework during the break.

**Rewards**

**Increased homework completion**

If scholars work hard during ASHS, then they’ll quickly see stronger results on their Scholar Dollar checks and grades.

**Merits**

Scholars who attend ASHS will have the opportunity to earn up to 4 merits each week.

|  |  |
| --- | --- |
| **# of Stickers** | **# of Merits** |
| 4 | 1 |
| 8 | 2 |
| 12 | 3 |
| 16 | 4 |

**Other Rewards**

The ASHS coordinator may choose to raffle off candy or other prizes.

**Scholars Selected for ASHS**

Grade teams will discuss which scholars should be added to ASHS 1x/month in Grade Team Meetings.

**What Ifs**

**What if a scholar earns detention on the same day?**

Scholars will attend ASHS until 5pm and then transition to the 2nd detention from 5:00 – 5:30pm.

**What if a parent does not allow scholar to be enrolled in ASHS?**

Grade Chairs reach out to Academic Dean and Principal, who schedule a parent meeting immediately.

**What if a scholar is already enrolled in LEAP or another afterschool activity?**

The scholar’s parents will be notified that he/she must be pulled out of LEAP until he/she shows improvement (see above).

**What if a scholar is unable to stay after school?**

The parent must contact the ASHSC. He/she will approve this request 1x/trimester.

**What if this happens more than once?**

The ASHSC will schedule parent meeting and will invite Mr. Rosskamm to attend.

**What if a scholar needs to be enrolled mid-year?**

Scholar will be withdrawn from his/her after school activity.

**What if a teacher is unable to make direct parent contact to confirm that a scholar can be enrolled in ASHS?**

If a teacher has called parent, left message, AND send home a notification letter, then the scholar must stay after school the following Monday (since appropriate notice was given).