

“Homework Intervention”

(Updated 4-29-17)

(Incomplete/Late Assignment Procedure)

(Adapted from Father Allouez Catholic School - Resurrection Campus)

- “Homework Intervention” is a procedure used by the middle school teachers to ensure that students with late/missing work complete that work ASAP so they can benefit academically from doing the assignment and earn the most amount of points, even though it is late.
(When an assignment is late/missing, the highest grade students can earn is 80%)
- Teachers will fill out a pink Homework Intervention form for each student and give it to Mrs. O’Donnell informing her of students who have late/missing work and need to report to the resource room for a Homework Intervention session. The form will indicate what assignment the students should work on and when it was due.
- Students with incomplete assignments will be notified by their teacher, or Mrs. O’Donnell, and will report to the resource room at 11:55, 5 minutes before the end of lunch recess. They will use the entire Learning Lab (12:00-12:20) to work on their incomplete work.
- Students should come to the Intervention session prepared with any materials they need to work successfully. They should also have a book to read or other work to do once they finish their late work. Students attending the Intervention sessions are to remain there for the entire Learning Lab time.
- Mrs. O’Donnell will check that the late assignment has been completed and then sign and date the form. She will return this form, along with the completed assignment, to the referring teacher.
- Incomplete assignments from the morning classes will be worked on the same day during the Homework Intervention time (11:55-12:20). Incomplete assignments from afternoon classes will be completed the next school day during the Homework Intervention time. Students with incomplete assignment on Wednesdays will go for the Intervention session on Thursdays, since there is no learning lab time on Wednesdays.
- Some assignments may not be able to be completed within one Homework Intervention session. When this happens, students can complete their work at home that night and give it to Mrs. O’Donnell before the first period the next morning. However, if this is not done, the student will return to Mrs. O’Donnell’s room during Homework Intervention that day and subsequent days until all of their incomplete work is finished.
- When this procedure does not fit with the requirements of an assignment, teachers may consult with Mrs. O’Donnell to make alternate arrangements. These arrangements should include the loss of 5 min. at the end of lunch recess and a Learning Lab (20 min.)
- Mrs. O’Donnell will record the names, referring teacher, late work, due date, and date completed on a Google Sheet to let teachers know who is at Homework Intervention and to keep a record of students who have been referred to Homework Intervention throughout the trimester.
- Teachers should file the returned forms in the student’s classroom file.
- Teachers will keep parents informed if students have frequent incomplete work, and document these notifications.