**100% Homework System-Aspire Elementary School**

**What: 100% of Scholars will have high quality homework to complete every night with the emphasis on reading at home to increase time in text for scholars.**

**Why: Aspire homework has three big goals:**

1. **To increase time in text minutes for our scholars. The more our scholars read the better readers they will become.**
2. **To build habits for future schooling experiences. Our scholars need to get in the habit of doing work after school hours as it’s a habit they will need to be successful in elementary, middle, high school, and college.**
3. **To give scholars more practice with skills they have learned in school.**

**How:**

**In order to have 100% high quality HW completion, we must:**

* Assign high quality, consistent homework that includes
  + Clear directions
  + Clear day that it must be completed
  + Alignment to current curriculum/appropriate level of rigor
* Check all HW each and every day, and leave evidence of checking (a check, check minus, or no credit) on each page with a marker.
* Communicate with families by phone each and every time HW is not complete.
* Track and publish HW completion data in our Daily Culture Blast:
  + Each homeroom % complete (Today and YTD)
  + Each grade % complete (Today and YTD)
  + Whole school % complete (Today and YTD)
* Maintain culture tracker that includes accurate HW data (Kickboard)
* Post Daily HW Percentage on classroom doors – updated by TIRs, no later than 12PM
* Consequences for HW non-completion
  + For first 4 weeks of school, Academic Dean calls for all instances of incomplete HW. After first 4 weeks of school, grade level TIRs will call families for incomplete HW and email Academic Dean with notes from each conversation.
  + Scholars who do not have HW complete for any reason must sit out from both REACHess and cooperative play to complete their HW.
* Respond to Coverage Situations
  + If one TIR is out, the other TIR takes on both homework duties. Their schedule changes and the one TIR just complete homework duties from 7:15-12:00 and complete parent phone calls from 3:10-3:55.

If one TIR is out and there are coverage needs of the school, the DSO delegates homework completion to the Ops Team. This may mean calling a parent of having the SSM complete homework from 7:15-12:00 and complete parent phone calls.

* + If both TIRs are out, the DSO delegates homework completion to the Ops team. This may mean calling a parent or having the SSM complete homework from 7:15-12:00 and complete parent phone calls.

**Homework Roles and Responsibilities:**

|  |  |
| --- | --- |
| **Academic Dean** | * Overall owner of HW process and results. * Train TIR(s) on HW checking, tracking, and phone calls.   + Check HW with TIR for at least 1 week   + Have TIR listen to phone calls for 1 week, then listen to TIR making calls and give feedback for 1 week * For first 4 weeks of school, call all families who have missing or incomplete HW. * Conduct family conferences as needed for incomplete, insufficient, and missing homework. * Manages tracking of HW * Conduct audits of HW folders |
| **Teacher In Residence** | * Check HW each day for all students on your grade level. Record a check, check minus, or no credit on each page and records HW status in tracker by. * Emails list of HW violations by class to Deans (Academic and Culture) and to all classroom teachers before REACHess. This list should also be printed out and placed in HW bin. * Email HW percentages to Dean of School Culture * Return HW bins to classrooms before REACHess so scholars can complete missing work. * NOTE: All trackers must be complete and HW back in classrooms by 11:30 AM so it is available for scholars to make up during REACHess. * Compile, copy, and stuff HW packets each week. Each class should have 32 packets in their bins, and each classroom should get 10 additional packets for scholars who need to complete HW during recess * Update classroom % on white board each day by 12PM. |
| **Dean of School Culture** | * Include HW data in Daily Culture Blast * Bring Academic Dean into any family conferences where behavior and HW are both an issue so we can discuss everything that is affecting student achievement as a team. |
| **Classroom Teachers** | * Assign HW – HW for core content areas should be uploaded along with Lesson Plans each week. HW should be assigned as follows:   + Reading: 30 minutes, each and every day (7 days/week)   + Math: 1 sheet, M – F and Saturday (6 days/week) (Math Meeting Planner Responsibility)   + Writing (Writing Planner): Scholars answer a prompt, writing in the genre they are working on in class over the weekend. There are clear criteria for success (length, content, details, etc.). 2 Prompts Saturday and Sunday and Sunday (2 days/week)   + Kindergarten (Vocabulary Planner): memorize 6 – 8 sight words per week   + First Grade (Vocabulary Planner): Review 15 sight words/week through  December. Starting in January, 10 spelling words per week based on a spelling pattern. * Ensure that all scholars remove their binders from their backpack each morning. Ensure that scholars place their binders in the HW bin in an organized fashion. TIRs do not have time to go searching for binders. If a binder is not in the crate, HW is incomplete. * Speak to all scholars who are missing HW at breakfast, recess, and dismissal about the importance of having homework complete. Follow up with families about HW in order to send an incredibly clear message about the importance of HW. * Check missing homework list prior to REACHess and hold kids accountable for working on HW at both REACHess and Cooperative Play if they have incomplete or missing HW. * Keep extra HW packets in a designated place for homework redo at recess and cooperative play. |
| **Scholars** | Scholars are responsible for completing the following:  Monday-Friday:   * 30 minutes of reading * 15 minutes of sight word/spelling practice (1st) Sight words only (K) * 15 minutes of math homework   Saturday and Sunday   * 30 minutes of reading * 15 minutes of sight words/spelling (1st) Sight words only (K) * 15 minutes of math homework * 20-30 minutes of writing   Scholars are responsible for:   1. Taking out homework binder before I enter my classroom 2. Putting my binder in my backpack at dismissal 3. Doing my homework |
| **Parents** | Parents are responsible for:  Ensuring their scholar is supervised for one hour while doing homework  Ensuring their scholar is supervised for 90 minutes while doing homework at home on weekends   * Creating a schedule and routine for their scholar to ensure homework completion and early bedtime * Reaching out if support is needed |
| **What If?** | A scholar is sick? *HW is marked incomplete*.  My scholar didn’t receive homework? Call the School immediately.  I have a commitment that night? *HW is mark incomplete. Reading MUST be a top priority as it’s the number one predictor of achievement.* |

**Homework Folder Procedure:**

Guidelines:

* Work through 1 class at a time
* Use a brightly colored marker to check HW, use a pen to write any notes
* HW is marked with a check, check minus, or no credit
* If homework does not get credit, write a brief note of explanation if needed (i.e. no credit – adult handwriting)
* Remove any notes and place in class folder
* Make note of missing binders as you go. Scholars will not receive credit for their HW (after September), but they will need to get any notices that are going home and a note about why they are not receiving credit. Call families about missing binder during homework phone calls so you can determine if it needs to be replaced or if it is at home.

Procedure:

* Bring all binders to 1 location
* For each class, go through binders once to do the following:
  + Remove any notes from home
  + Stuff any notices from school to home
  + Check HW
* For any HW that is missing or incomplete, make a note of it and enter in Kickboard.
* After checking HW for all classes, write an email detailing all missing HW and send to your grade level and academic dean. Print this email and place it in HW bins so teachers know who to hold for REACHess and Cooperative Play.

**Homework Printout and Email:**

Team,

Our grade level has 96% Complete HW today. 78/81 scholars had complete HW. Our YTD Homework Completion Rate is 96%.

**Below are the class HW percentages for today:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Classroom | Enrolled | Absent | Here today | Attendance % | Missing HW | Has HW | HW % |
| Sacred Heart | 27 | **0** | 27 | 100% | 2 | 25 | 93% |
| Spelman | 28 | **1** | 27 | 96% | 0 | 27 | 100% |
| Washington | 28 | **1** | 27 | 96% | 1 | 26 | 96% |
| **2nd grade** | **83** | **2** | 81 | 98% | 3 | 78 | 96% |

**Here are the scholars who are missing HW and need to make it up at REACHess:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | | | | | | | |
| Student | | | | Group | | Behavior | | Comments | |
| Kayla Hanna-Pipkin | | | | 2nd - U of Washington (Mickle/David) | | No Homework | | Lost binder | |
| Cheick Soumounou | | | | 2nd - Sacred Heart (Mihal/Zervas) | | Homework Incomplete | | Reading log missing signature | |
| Kenyon Alphonso | | | | 2nd - Sacred Heart (Mihal/Zervas) | | Homework Incomplete | | Reading log missing signature | |
|  |  |  |  | |  | |  | |  | |

Please remember to have all scholars make up their HW both at REACHess and Cooperative Play!

All the best,