



MEF INTERNATIONAL SCHOOL SECONDARY HOMEWORK PROCEDURES

STATEMENT OF AIM

Homework should be an integral part of the learning experience. The parameters for assigning homework should be consistently followed by all stakeholders.

RATIONALE

1. Homework reinforces the knowledge and skills acquired in school.
2. It promotes the development of good independent study habits and effective time management.
3. It can be used as an important means to keep families informed about their children's progress and the school's instructional programs.
4. It prepares secondary students for course requirements.

PROCEDURE

1. Students are required to complete homework, within the timeframe set by each teacher. Late penalties are put in place for not completing homework tasks (see late policy below). This is reflected on ManageBac and in the end-of-semester reports.
2. Homework will be differentiated by grade level.
3. Teachers will modify homework expectations for students who receive assistance from a faculty member of the Student Support Team.
4. Homework duration times given are approximate as all students work at different speeds and will find tasks to be of varying difficulty
5. All questions and issues regarding student homework should be discussed directly with the issuing teacher.
6. Teachers should avoid assigning group work unless: a substantial amount of the work can be done in the classroom and then the individual students from the group can complete their portions at home; the work can be completed via collaboration over Drive, Google Meet, etcetera; the individual group members have clearly assigned tasks and can complete these independently. All group work should have clear parameters for each student's involvement. For larger projects, such as performance tasks, each student should receive an individual grade.

7. The Deputy Principal for Curriculum will work with the Department Heads and Teachers to coordinate planning to avoid the convergence of multiple performance tasks due at the same time. All performance tasks will be set by the end of the first month of the academic year in Google Calendar.
8. Only quality homework should be assigned. It should be
 - Relevant to learning in class
 - With directions and expectations clearly stated
 - A review of, or preparation for, the next lesson
 - Accessible to all students and differentiated where appropriate
 - Considerate of students' time commitments (e.g. other homework; external examinations such as Cambridge Checkpoint, Cambridge IGCSE, and IB Diploma Programme; family time; and out-of-school activities)
 - An assignment with an assessment tool that will be used to assess the work.
9. In secondary, teachers will keep a record of what homework students have and have not completed on ManageBac. Teachers will first speak to the students if they are forgetting or not completing homework. Homework submitted after the due date will incur a grade reduction and at three or more missing homework tasks, the teacher will place the student in Study Lab ([see Study Lab process](#)).
10. Students who are consistently not completing their homework may be recommended to be placed on a "Homework Monitoring Report." The Student Support Team will talk to the student's teachers, review his/her grades, and review his/her overall homework completion. If the student starts a report, a teacher will be assigned and together, they will select learning targets. The report must be signed by all teachers every day for 6 weeks. At this time, teachers will vote and determine whether the student is taken off for a probationary period of 3 weeks, or the student will continue for another 3 weeks.
11. Holiday homework procedure: Aside from IB students, grades 6-10 students should not be given anything that is not optional. The literature department is free to give light readings.

SECONDARY WORK STANDARDS

In secondary, teachers regularly assign homework when appropriate. Teachers cannot assign more than 12 homework assignments in a semester and no more than 4 essays, projects, or labs. Homework may not exceed 30 minutes in one night for grades 6-10 from that day's subject teachers, and students in IB1 and IB2 may receive up to 1 hour of homework per night from that day's subject teachers. These expectations should be dependent on individual learning pace and language level.

Homework and classwork grades may be on a completion structure, however, all other work types must include grading criteria and feedback.

LATE WORK POLICY

All students in MEFIS Secondary School are expected to complete work by the deadline unless they meet the Special Considerations.

Percentage-based penalties

Work Type	Submission Window	Late Penalty
P1: Homework/Classwork	Next Class/Given Deadline Placed in Study Lab for 3+ missing.	50% deduction
P1: Project/Essay/Lab	Five days with a penalty applied. Placed in Study Lab.	10% deduction per day Maximum 50% deduction
Performance Task/ IBDP Internal Assessments*	Penalty each week. Placed in Study Lab. A grade of 0 awarded after 1 month.	25% deduction per week Maximum 100% deduction

*See Assessment Procedures:

Performance Tasks are completed during class, except for specialist classes and IBDP Internal Assessments. Penalty applies to both specialist classes and IAs. In all other cases, work must be submitted during class.

Feedback-based penalties

All teachers reserve the right to provide reduced feedback and comments on late submissions.

Special Considerations

In the event of illness, injury, death in the family, religious holidays, legal matters, and other emergencies or circumstances approved by the school's administration, the student will receive an excused absence and be given additional time to complete work after asking teachers to complete the 'Student Absence Form'.

The following definitions should be used for Performance 1 work:

Homework/ Classwork:	A very short task (30 minutes or less per subject except in the IBDP)	4-12/semester
Quiz:	One to two page structured questions covering material learned the previous lesson (20 minutes or less)	
Test:	Structured questions covering material from more than two lessons (30 minutes or more)	2-4/semester
Project:	A longer task with clear guidelines and grading criteria given to students over a number of days or weeks	
Essay:	A composition on a theme or subject with a clear grading criteria	
Lab:	A write up of methodologies, results and conclusions from experimentation with a grading criteria	

Document History		
Date	Details	Responsible
May 2015	Policy created	Figen Sonmez
October 2022	Policy modified	Jennifer Graham-Magill
October 2022	Policy reviewed	Teachers



Homework Monitoring Report (Secondary)-

Monitoring Report for: _____

Date: _____

Student wrote accurate notes, used his homework diary, and submitted homework on time.		Details of Missing Assignment	Teacher Signature
Period 1	Yes		
	No		
Period 2	Yes		
	No		
Period 3	Yes		
	No		
Period 4	Yes		
	No		
Period 5	Yes		
	No		
Period 6	Yes		
	No		
Period 7	Yes		
	No		
Period 8	Yes		
	No		
At Home- Parent Support		Did _____ finish his homework and use his diary?	Comment:

Student Signature: _____

Parent Signature: _____ Deputy Principal: _____