

Homework Help

Dear Hawthorn Community,

Hawthorn Homework Help is officially starting after winter break on January 16th. During the week of January 8th, administration will be sharing details of Homework Help with students during lunch and advisory. Any student who has three or more missing assignments will be served a letter every **Thursday** during lunch by our Homework Help staff stating that they are required to participate in Homework Help.

Listed below is the weekly process we will be holding the students to:

1. **Teacher enters incomplete assignments as “missing” on PowerSchool.**
2. **Thursday:** Students with 3 or more missing assignments are sent an email stating they have missing assignments and must check PowerSchool. Please note that we will be running these reports every Thursday morning. If a student turns in an assignment on Wednesday, there is a possibility they will receive a “missing” letter since the teacher may not have had time during the morning to update the report.
3. **Weekend:** Students are responsible for completing their missing assignments from the teacher listed on the Homework Help letter. Students and families can also access missing assignments on PowerSchool.
4. **Monday/Tuesday:** If a student fails to turn in all of their missing assignments, they will attend Homework Help on Monday and Tuesday after school from 2:45 pm-4:00 pm until all of their missing assignments are completed. Students may sign up for the activity bus that leaves at 4:30 pm if needed.
5. **Wednesday:** Mrs. Breeden will hold a homework help FLEX session every Wednesday for students who still need to complete assignments after homework help each week.
6. **Thursday and Friday Lunch Detention:** If a student does not complete all of their missing assignments by Thursday, they will serve a lunch detention on Thursday or Friday in the ALE room. Students will randomly be assigned a day and notified of it.

This cycle will repeat weekly. If a student finds there was an error on his/her missing assignment report on PowerSchool, the student should contact their content area teacher as soon as possible. For your convenience, we've attached the flow chart for your reference and also the Homework Help email that will be sent home weekly to students and parents/guardians.

Staff, students and families have access to a missing assignment report on PowerSchool. This is the report we will use weekly to monitor missing assignments. Please check this tab often to stay on top of missing work and reach out to your teacher if you believe there is an error.

If you have any questions about the program, please let us know.

Hawthorn is committed to ensuring the success of our students. Completing homework as assigned and by the due date ensures our students are prepared to actively participate in classroom discussions, develop a greater understanding of the material covered, and allow teachers to support students requiring additional instruction.

Homework Help

As noted in our grading policy, late work will not be accepted after the unit and therefore, only work within the unit of study will be considered when recommending students for Homework Help.

Students will be sent an email every Thursday if they have 3 or more missing assignments. The 'missing homework' tab is available to students and families on PowerSchool on a regular basis so there shouldn't be any surprises. Students may complete missing assignments and turn them in on Monday to Mrs. Breeden.

Any student with **THREE** or more missing assignments after the weekend will be **required** to attend the Homework Help for the week or until assignments are completed. Students will also be required to attend a study hall during FLEX time on Wednesdays.

If a student has been assigned to Homework Help **SIX times within a trimester**, they will not be allowed to participate in after-school activities for the remainder of the trimester and may be considered for a mandatory after school study hall by the administration. Parents will be notified and required to attend a meeting to discuss steps which may be put into place to assist the student in completing all assignments.

Students may also self-refer to Homework Help by reporting to the Homework Help classroom at the end of the day. If seats are available, they are welcome to join the program for that day. If seats are not available, self-referred students will be directed to our Library for a quiet place to study. Our Library will continue to be open each day after school until 3:30pm.

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Homework Help

Homework Help Expectations

- If you receive an email on Thursday, you HAVE to show up to Homework Help on Monday
- Do not turn any late work into your teachers. Only to Mrs. Breeden
- If you turn in an assignment digitally, you must copy Mrs. Breeden on an email letting them know you have submitted the assignment
- Bring all work with you to Homework Help. You will not be allowed to go to your locker.
- Homework Help will run from 2:45pm-4:00pm. Students may ride the activity bus home at 4:30pm.

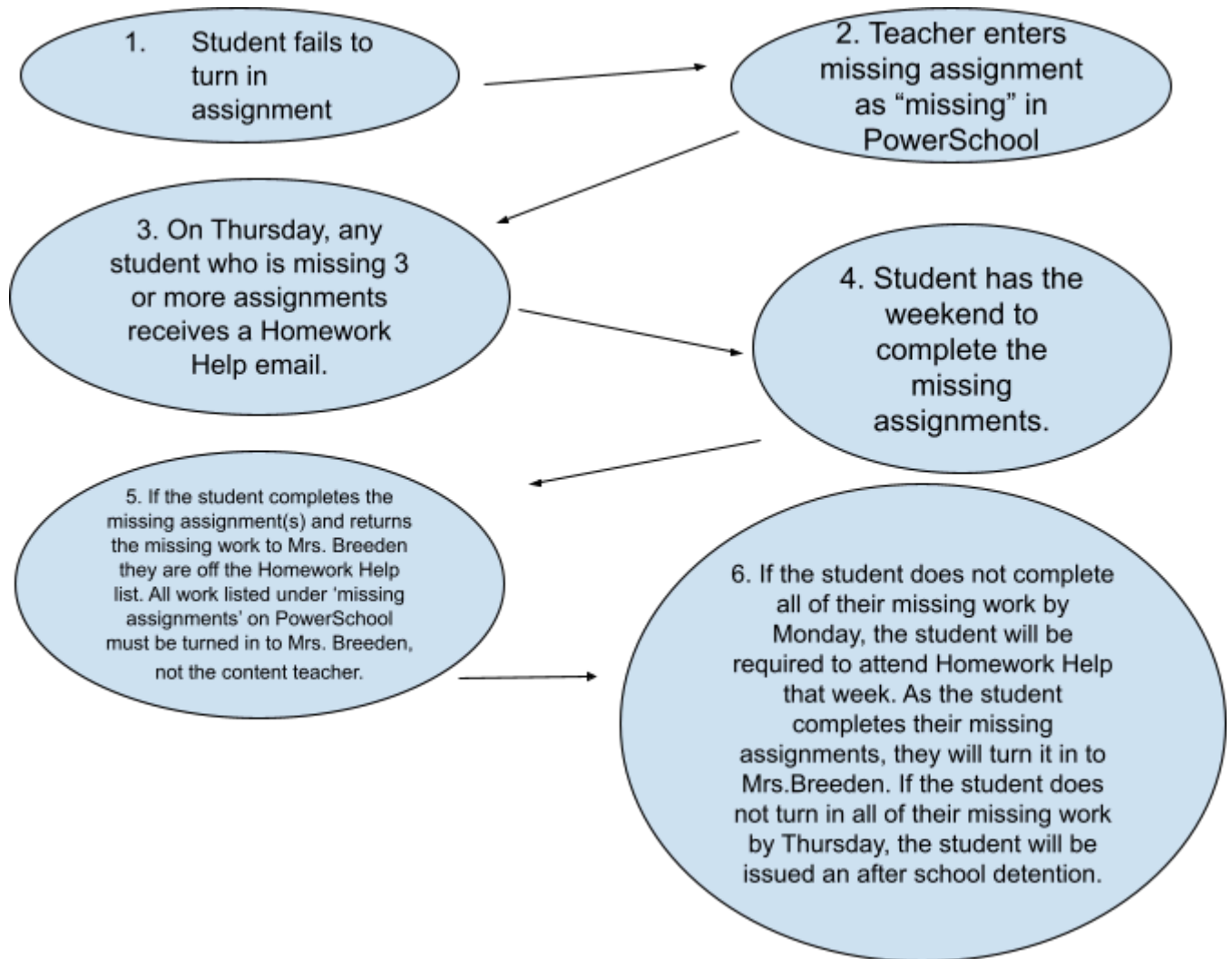
Staff Expectations

- PowerSchool will be updated by Thursday at 8am each week
- Teacher will reach out to administration if they or you believe there is an error

Definition of Terms

- **PowerSchool Gradebook**- Teachers enter their missing assignments into PowerSchool Gradebook tagging the missing assignment as “missing”
- **Homework Help Letter**- Sent from administration to parents informing them about their child’s incomplete assignments and the consequences if those assignments are not turned in.
- **Homework Help Study Hall**- Mandatory study hall from 2:45 pm-4:00 pm after school Monday and Tuesday
- **Thursday After School Detention**- Mandatory study hall from 2:45pm-3:30pm in the library

Homework Help



Homework Help

Due to missing homework assignments, you are required to participate in

HAWTHORN HOMEWORK HELP

All invitees with 3 or more missing assignments are required to attend.

Date: Monday and Tuesday NEXT WEEK

Time: After school from 2:45pm-4:00pm

Location: Meet in the library

AS OF TODAY, YOU ARE MISSING AT LEAST 3 ASSIGNMENTS. PLEASE LOG INTO YOUR POWERSCHOOL ACCOUNT AND CLICK ON “MISSING ASSIGNMENTS” TO VIEW THE SPECIFIC ASSIGNMENTS YOU ARE MISSING.

After you complete an assignment, please email Mrs. Breeden along with the teacher who assigned you the work (in one email). Please include the name of the assignment you have completed. They will then cross your name off to indicate you have completed the assignment.

This does not mean your late assignment will be graded right away.

Students who have been absent are still required to complete their work. Absent students will get an extension based on the amount of days they miss. For example, 1 day absent = 1 day extension.

Staff, students and families have access to a missing assignment report on PowerSchool. This is the report we will use weekly to monitor missing assignments. Please check this tab often to stay on top of missing work and reach out to your teacher if you believe there is an error.

If you have any questions, please email Mrs. Breeden or Ms. Stern.

Important Timeline:

This weekend: You are responsible for completing the missing assignments listed above.

Monday: ALL of the above missing assignments are due. Turn paper assignments in to your teacher or Mrs. Breeden on Monday if you want to avoid being in Homework Help for the week. If the work is on Canvas, email Mrs. Breeden **AND** the teacher you are turning it into with the assignment name you are turning in.

Monday/Tuesday: You are required to attend Homework Help every day until your assignments are completed and turned in.

Homework Help

Wednesday: You will attend a homework help Flex session during the day. **You must send an email and have work turned in by WEDNESDAY NIGHT in order to not attend a lunch detention on Thursday or Friday.**

Thursday: If your work is not completed and turned in by Wednesday night, you will serve a lunch detention on either Thursday or Friday.

Friday: If your work is not completed and turned in by Wednesday night, you will serve a lunch detention on either Thursday or Friday.

Send Tuesday if needed:

Hello, this is a reminder that **you still have three or more missing assignments on the Homework Help Document.** This is because you have not yet completed the assignments or you have completed them and not email me and your teacher the name of the assignments that were turned in. **If you know you have completed AND turned in the word please email me, Mrs. Breeden and the teacher who's missing work you turned in. You MAY be pulled for a Homework Help FLEX session if you are still on the Homework Help Document tonight.**

Mrs. Breeden

Wed afternoon if needed:

Hello, this is a reminder that **you still have three or more missing assignments on the Homework Help Document.** This is because you have not yet completed the assignments or you have completed them and not email me and your teacher the name of the assignments that were turned in. **If you know you have completed AND turned in the word please email me, Mrs. Breeden and the teacher who's missing work you turned in. You will have a lunch detention on Thursday or Friday if I do not receive an email to me AND your teachers by midnight Wednesday night stating the work has been completed and turned in.**

Mrs. Breeden

Homework Help

Thursday Lunch Detention Notice (sent on Wednesday)

Hello,

Since you have not finished all of your missing work and have three or more missing assignments **you will be serving a lunch detention on Thursday or Friday**. If you get all of your work completed by tomorrow or have less than three assignments that are missing you do not have to attend the detention. **You MUST e-mail me (Mrs. Breeden) and your teacher so we know the assignment is completed. Please also include the name of the assignment you have completed.**

If you can not make it tomorrow to detention or you are absent then you will serve it on Monday.

Mrs. Breeden

Spring Break E-mail

AS OF TODAY, YOU ARE MISSING AT LEAST 3 ASSIGNMENTS. PLEASE LOG INTO YOUR POWERSCHOOL ACCOUNT AND CLICK ON "MISSING ASSIGNMENTS" TO VIEW THE SPECIFIC ASSIGNMENTS YOU ARE MISSING.

After you complete an assignment, please email Mrs. Breeden along with the teacher who assigned you the work (in one email). Please include the name of the assignment you have completed. They will then cross your name off to indicate you have completed the assignment.

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