

Assignments should be based on instructional objectives and provide opportunities for students to extend, refine, or rehearse the skills or content of the lesson. The teacher must have a system for providing meaningful and relevant assignments and managing their work.

Promote Student Responsibility and Accountability to Learning

- Make sure students fully understand what they are supposed to do and how they are to do it.
- Communicate clear procedures for assignment distribution and collection.
- Monitor student completion of assignments and mastery of skills/content.
- Provide timely feedback on assignments.
- Develop and administer a fair and prompt policy for make-up work.

Develop and Implement a Fair and Consistent Grading Process

- Ensure your system for grading is consistent with the school and school system's policy.
- Record both formative and summative progress of student growth.
- Record both grades and daily attendance.
- Involve students in monitoring their own progress.

For "Floaters"

- Create a web page for communicating with parents and students and for posting assignments.
- Use brightly-colored file boxes (and keep them in a consistent location) for students to locate their work and your assignments.
- Work out a procedure with the office and with students whereby students can safely turn in work to you when you are not in a regular location.