



# Chattahoochee High School

A student's guide to navigating responsibilities and expectations about homework, academic best practices and student advocacy guidelines.

# Rationale

Teaching and learning at CHS are team endeavors. As part of this **team** approach, teachers, students, counselors, parents and administrators will all **work together** to understand expectations, navigate responsibilities and **communicate clearly**.

We want to provide students a **strategy** to address academic pressures with their teachers so they make **positive choices** and abide by the Honor Code. If there are times when students need to address academic and homework concerns with their teachers, these **student advocacy** guidelines should always be followed in a **respectful** manner.

Teachers will **consider** individual students' situations when making their decisions regarding student requests and will offer **support** regardless of whether the student's specific request was approved.

Chattahoochee is a place where we strive to **LEARN, WORK** and **SERVE** together.



# Honor Code

In an effort to encourage fair assessments, and to authenticate learning, the CHS faculty supports a strong policy against cheating.

## **Cheating can be defined in the following instances:**

- willingly provide other students with access to their work
- sharing assessment questions after you have taken your test
- plagiarism
- submitted work from other students as your own
- splitting an assignment or task and turning in the other person's part as your own
- original work
- excessive parent assistance resulting in a level of quality of work you could not achieve by yourself
- use of cell phone or other device during assessments
- deliberately citing sources incorrectly

Students guilty of an honor code violation will receive a grade of "0" on the assignment or test and a day of ISS and are not eligible to recover that grade.

We encourage you to talk to your teachers if you are not sure how to use or cite information that is not your own original work.



# Homework Policy

The CHS Leadership Team has adopted the following policy after reviewing data and recommendations collected from students, faculty, parents and administration.

***Thanksgiving, winter and spring breaks should be free of homework assignments.***

No assignments will be due the week following breaks unless sufficient time has been provided prior to the breaks.

***There should be no test or quiz scheduled for the first class meeting after Thanksgiving, winter and spring break.***

***Teachers should communicate the approximate length of time it should take to complete assignments and an estimate of when students can expect their assignment to be graded and posted.***

***Administration will work with teachers in a timely manner to address concerns regarding homework.***

***Working with their counselors, teachers and parents, students will select courses that are meaningful and manageable.***

***Students and parents will use Advocacy Guidelines for CHS students to address academic and homework concerns.***



# Academic Best Practices

**In addition to the Homework Policy, CHS students should anticipate teachers will strive to incorporate the following practices to support a quality learning experience:**

1. All assignments requiring additional materials posted by teachers and due the next class period must be posted on the teacher's Learning Management Website (LMW) by the end of the school day in which the student attended the class. There should not be any surprise assignments added over the weekend.

2. Students should expect to receive timely feedback for all assignments. Because students are asked to be responsible for deadlines, they also have the right to know when they can expect their grades / feedback on an assignment or assessment. Generally, all assessments should be returned within a week. Lab reports and lengthy assignments should be returned within two weeks. Teachers may extend those

averages if considerations need to be taken. Summative assessments should not be given unless the student has received specific feedback on a formative assessment.

3. Students have the right to ask questions about content for which they are responsible but for which they did not receive direct instruction in class prior to a graded assignment on that instruction.

4. Students have the right to receive feedback on all assignments and assessments that might inform understanding on future assessments. They have the right to review graded activities in order to learn from mistakes.

5. Students have access to a course syllabus and grading guidelines on the teacher's LMW.

6. Flexibility may be considered when more than two major tests or assignments are due on a given day. Students may ask any one of the teachers, in advance of the test day, to reschedule the assignment. Teachers will check in with the other teacher and make a decision.

7. All members of assigned or student selected groups are expected to contribute at equal levels. They should make an effort to resolve group issues on their own but should ask for and expect teacher assistance when they are unable to resolve group issues. Students are responsible for making the teacher aware of problems prior to the day the group work is due.

# Student Advocacy Guidelines

If students find themselves in situations in which they believe these expectations, policies and practices have not been followed, they should **self-advocate** using these steps in the order listed.

1. Attempt to resolve the issue by having a straight forward honest conversation with the teacher.
2. If there is difficulty communicating with the teachers, the student should work with their counselor to help work with the teacher through a scheduled meeting including the teacher, student and counselor.
3. If the issue is still unresolved, the student should report their concern to their administrator.
4. If students are not able to resolve the issue after following steps 1-3, **THEN** they should get their parents involved by setting up a meeting including their parent, counselor, teacher, student and if needed, administrator.

