

West Branch Middle School Homework Policy

We encourage students to make an effort to remain current with their class work while absent. We realize that this is dependent upon the severity of the illness so the length of absence will dictate the approach. Ultimately, it is the student and parent's responsibility to communicate with the teachers and to obtain missing work that may be distributed in class during the absence.

Absences Fewer than 3 Days:

If a student is absent, we ask that students wait until they have returned to school to pick up any worksheets that may have been assigned. Please contact the teachers directly for electronic copies of missing assignments. It is the responsibility of the student/parent to access the following:

- **Check the “Weekly Assignment Sheet”:**
 - Assignments for the entire week will be posted on the WBMS website (Quick Links > “Homework by Team”)
- **Contact the Teachers:**
 - Check each teacher's website (WBMS website > Quick Links > “Teacher Websites”)
 - Email the teacher (firstname.lastname@wbwarriors.org)
 - **Email is the fastest way to reach teachers as they often cannot check voicemail until the end of each day.**

Extended Absences (3 Days or more):

Please know that the most efficient way for your student to receive missing work is to contact the teachers directly. However, depending on the severity of the situation, you may wish to contact your student's School Counselor:

- **Mrs. Stephanie Ruark** Phone: 330-938-4308
 - Email: Stephanie.Ruark@wbwarriors.org
 - **Email is the fastest way to reach counselor as she often may not be able to check voicemail until the end of each day.**
- In order to allow adequate time for our teachers to gather missing materials, any requested items will be available for pick-up in the front office between 3:00PM and 4:00PM in the designated “Homework Tray” the DAY AFTER requested.
- Upon return to school, it is the student's responsibility to communicate with the teacher and to obtain worksheets and other materials that may be distributed in the class during the absence.

Retrieving Items from Lockers:

Legal guardians/parents will be escorted to the student's locker to retrieve items. **If possible, have the student's locker number and combination.** The office does have a copy of this if necessary. We discourage asking another student to retrieve your student's personal belongings to take home with them.

Excused Absences:

Students have the same number of days to make-up work as number of days missed during absence after they return to school. Please call Denise Elder with questions at 330-938-4307.

Homework not turned in: Every 3 Missing Homework Assignments from each class = 1 Detention