

Heritage Christian Academy: Middle & High School Homework Policy

The purpose of the HCA Middle/High School Homework Policy is to establish clear and consistent expectations for students and families regarding assignments, late work, absences, and academic responsibility. Homework is an important extension of classroom learning and is designed to reinforce skills, deepen understanding, and help students develop habits of responsibility, organization, and time management.

Assignments

- Homework will be assigned by individual teachers and will include a clearly communicated due date.
- No new homework will be assigned on Wednesday with a due date of the following day. Wednesday evenings are reserved for church and family activities.
- Long-term assignments may still have a due date on Thursday.
- If an assignment was due on Wednesday or earlier, the standard late-work policy will still apply.

Missing or Late Work Due to an Excused Absence

- Please refer to the Student/Parent Handbook for definitions and policies regarding excused and extended absences.
- Students are responsible for checking FACTS for assignments missed during their absence.
- Students will have the same number of school days to complete missed work as the number of excused school days they were absent. No grade penalty will be applied when work is completed within this timeframe.
- Questions regarding extended illness absences should be directed to hcaoffice@hcabothell.org.

Missing or Late Work Due to Extended Travel

- Please refer to the Student/Parent Handbook for definitions and policies regarding excused and extended absences.
- Students are responsible for accessing assignments through FACTS.
- It will be at the teacher's discretion whether assignments are provided before or after the student's travel.
- The amount of time provided to complete missed assignments will correspond with the approved missed instructional time.
- Families should follow HCA's pre-arranged absence procedures for extended travel.

What If Homework Is Not Completed?

- FACTS will be updated on Mondays and Thursdays to reflect missing assignments.
- Unless otherwise specified by the teacher, the following grade-reduction scale applies when an assignment is not submitted by its due date:
 - **1 day late:** 15% reduction
 - **2–3 days late:** 30% reduction
 - **4–5 days late:** 50% reduction
 - **After 5 days:** No credit will be awarded.

Eagle Period Student Support

- Eagle Period is available **four days each week (Monday, Tuesday, Thursday, and Friday)** as a designated time for academic support.
- This time provides students with a structured space for **homework completion, test and assessment make-up, and additional academic support.**
- Teachers may use Eagle Period to provide **individual or small group support** for students who need additional help.
- Students are expected to use Eagle Period productively and may be assigned to a specific teacher or support setting based on their academic needs.

Academic Probation

- Students must maintain a **2.0 GPA or higher with no failing grades** to participate in HCA Middle/High School athletics or school-sponsored clubs.
- Student grades will be reviewed regularly to determine continued eligibility.

Our Commitment to Students

At HCA, our goal is not simply to hold students accountable for completing their work, but to help them grow into responsible, resilient, and independent learners. We are committed to providing clear expectations, consistent communication, and intentional opportunities for support through our teachers and Eagle Period. We believe that when students, families, and teachers work together, students are best positioned to grow academically while developing habits that will serve them well beyond the classroom.