

## Social Studies Common Practices

1. **Grades** – All teachers will mark a grade for each student (except student clerks) at every marking period (1<sup>st</sup> progress, Quarter, 2<sup>nd</sup> progress, semester).
2. **Extra Credit** –The department does not give special projects and large extra credit assignments. Any extra credit will be minimal and available to all students.
3. **MLA format** – The department requires MLA format for all formal assignments and the MLA heading for all papers. All handwritten assignments are to be in blue or black ink (excluding journals, notebook free writes and the like).
4. **Posting Homework** –The department members post all homework assignments on their personal web pages. Most upload grades after every marking period.
5. **Paragraph terms/structure** - Current agreement with English – topic sentence, evidence, commentary. *Will incorporate Common Core terms.* Minimum of 5 sentences.
6. **Complete Sentences** - The department agrees to require students to use complete sentences to answer questions on homework and in class assignments.
7. **Late Work** – *All* members will clearly communicate their late work policy to students. No excessively late assignments will be accepted.
8. **Final Exams** - On demand writing for final.
9. **Homework** - The department has identified two types of homework. The “normal” homework that is preview/review/completion of class work and the “larger” homework – essays and projects.
  - The normal homework is designed to be 20-30 minutes of work.
  - The larger assignments are always assigned over more than one class period so that students could complete the assignment in 20-30 minutes/night.
  - The department will not weight homework more than 30% of a student’s grade.