



Stanhope Public School District
OFFICE OF THE PRINCIPAL
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Steven T. Hagemann
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Dr. Steven E. McHugh, Sr.
Business Administrator/Board Secretary

HOMEWORK REQUEST PROCEDURE

In an effort to make requests for homework more efficient, we ask you to note the following procedures:

Any student absent for more than one day may email their teachers no later than 10:00 am on the second day of their absence in order to request homework. Please be sure to include what books and supplies are needed and where they can be located. The homework will be sent to the Main Office at the end of the day and must be picked up no later than 3:45 pm on the day of the request. Homework that has not been picked up will be sent back to the student's homeroom class the following day.

Any student absent for one day only may access their teachers' websites to find any work they have missed for the day. In most cases the students will be given an extra day to complete any missed assignments at the discretion of their teachers.

We recommend students find a "homework partner" in the beginning of the school year to help coordinate collecting any homework for days they are absent. Also, please plan ahead, and if you know your student will be absent on a given date, contact their teacher(s) to make arrangements for homework to be completed.