

HOMEWORK AND ASSIGNMENTS

District/Site Responsibility

The superintendent shall ensure that each school site develops an effective homework plan in accordance with Board policy.

The principal and departments at each school shall develop the plan, which includes guidelines for the assignment of homework and describes the responsibilities of students, staff, and parents/guardians.

The plan shall inform parents/guardians as to how much time on homework shall be expected, how homework relates to the student's grades and the impact of absence upon grades.

Responsibilities of Parents/Students

The student is responsible for the completion of homework. To successfully complete assignments, the student is expected to listen carefully to all directions in class, ask questions if the assignment is not clear, budget time wisely, maintain a schedule of study time, and turn in assignments when due. The parent is responsible for teaching the student skills related to planning and time use around the issue of homework. The parent should establish an appropriate environment for completion of homework activities.

Responsibilities of Teachers/Departments/Administration

The principal and teaching staff are responsible for establishing homework requirements consistent with these guidelines. They are expected to provide information which describes homework expectations, how homework relates to the student's grades, how parents/guardians can best help their children, and the importance of planning and organizing to meet deadlines.

The teacher has the responsibility to communicate and explain expectations for homework to students and parents and to monitor homework. As part of their responsibilities, teachers shall do the following:

- Assign homework in a timely manner to allow for student questions and planning
- Evaluate assignments
- Make available to parents information regarding student's performance in completing homework responsibilities in a timely manner

At the beginning of each course and at Back to School Night, teachers shall make available to students, parents/guardians, and administrative staff course policies, expectations, and procedures. The principal will monitor compliance with the homework policy.

Guidelines for Time Spent on Homework

The following parameters are established as general guidelines (rather than as limits or requirements) in terms of on-task time spent by students on homework. Exceptions to these guidelines may occur for special projects such as independent research, term reports, and special reading and problem-solving activities especially at the middle and high school levels.

Some subjects may require the need for additional homework time. While homework is usually assigned on weeknights, at times it may also be necessary to assign homework on weekends and over holiday break periods, especially when long term projects are assigned. It is recognized that some students may require

more or less time to complete assignments. Homework may be modified to meet individual student needs.

Should parents feel that their student's nightly homework assignments are excessive or insufficient; a conference with the appropriate teacher(s) should be requested.

Elementary School

Reading is an integral part of learning. These guidelines include a minimum of a 20 minutes of reading.

- K-1: approximately 20-30 minutes per day
- 2-3: approximately 30-50 minutes per day
- 4-5: approximately 45-90 minutes per day

Middle and High School

Students should expect to spend an average total of 90 to 120 minutes total per day on homework for all classes.

Honors and Advanced Placement Courses

Honors and advanced placement classes can expect assignments that may exceed the guidelines. These, as well as other exceptions shall be communicated to parents/guardians.

Group Projects

Research supports the use of cooperative group projects to help reinforce important skills necessary for success in the workplace. If group projects are assigned for completion outside of the regular school day, an alternative assignment may be provided. If a student can demonstrate substantive reasons why participation in group projects assigned outside of the school day will present a hardship to the student or family, the parent may request an alternative individual assignment. Such requests must be made when the group project is initially assigned. Late requests for alternative assignments may not be honored.

Excused Absences

Students who miss schoolwork because of an excused absence shall be given the opportunity to complete all assignments and tests, which can be reasonably provided. As determined by the teacher, the assignments and test shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

Unexcused Absences and Suspensions

Teachers *may*, but are not required to provide make-up work or allow students to take tests missed because of absences, which have designated "unexcused" or suspensions.

Notification of Progress

Teachers will give students timely feedback concerning homework which has been returned to the teacher. Teacher shall notify parents/guardians when students are not meeting requirements.

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