

Robert D. Johnson Elementary School

Homework Policy

I. **Purpose:** This homework policy has been developed to establish standards for teachers in assignment, evaluation, and monitoring of homework; for parents in understanding and support of children's learning; and for students in schoolwork and achievement.

II. **Scope:** This policy is intended to guide teachers for all students in Robert D. Johnson Elementary School. It does not apply to students receiving homebound instruction. Homework may be adapted for instructional programs that are governed by 504 or individual educational plans.

III. **Definition:** Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

IV. **Commitment:** The development of study skills is a critical part of a child's education, preparing students to become lifelong learners. The Robert D. Johnson Elementary School community believes that homework is essential and that it serves different purposes for different grade levels, subject areas and student needs. Academically appropriate homework provides the following positive affects: (a) better retention of factual knowledge; (b) increased understanding of material; (c) improved students' study habits and skills; (d) better time organization, and more independent problem solving. These skills and attributes apply to the non academic spheres of life as well as the academic ones.

V. Policy:

A. Copies of the Homework Policy will be distributed to all students, their parents and teachers annually.

B. Teachers will assign homework on a regular basis to all students. Homework will not be used as punishment (example: more homework cannot be assigned because of individual or class-wide disobedience).

C. Parents need to communicate to teachers any concerns regarding homework issues. Appropriate ranges of uninterrupted, on task minutes per day of homework are as follows:

Grade Level	Homework Time Range	Required Nightly Reading
Kindergarten	0-10 Minutes	10 Minutes
1st Grade	10-20 Minutes	10-15 Minutes
2nd Grade	20-30 Minutes	15 Minutes
3rd Grade	30-40 Minutes	15 Minutes
4th Grade	40-50 Minutes	15 Minutes
5th Grade	50-60 Minutes	15 Minutes

D. Class work not completed may be required as homework in addition to the regularly scheduled homework. Also, there may be disciplinary action taken if homework is not completed on time. Teachers may choose to take away privileges, turn a card, require work to be completed during recess, withhold rewards, develop individual contracts and/or set up parent conferences.

E. If homework and/or class work is a persistent problem, the parent and/or child will be required to conference with the teacher. A plan of action will be developed and monitored.

F. Homework will not introduce new concepts or skills.

G. Homework will be accomplished outside class time, but may be begun at the end of classroom instruction.

H. The time commitment that homework places on a student will be considered when assignments are made. Consideration should be given to school events and other subject area requirements like state testing. Teaching teams shall keep one another informed of assigned homework so as to avoid over-loading students.

I. Teachers shall decide the degree to which homework affects the determination of a student's grade and shall communicate this to students and parents at the beginning of the school year.

J. Students with excused absences will be allowed to make up class work in order to continue concept development in a timely manner.

1. Teachers shall assign homework that will reinforce skills missed during class time; make-up work will only include material related to direct concept development.

2. Students will be given at least a one-day extension to make up assignments for each day they have an excused absence.

3. Students absent for one or more days need to make arrangements to pick up any missed work or have it sent home with another student.

K. Consideration will be given regarding amount of homework assigned to students participating in pull out programs. In general, they will not be required to make up class work unless it impacts their participation in subsequent classes.

VI. Parent Responsibilities:

Parents are urged to actively involve themselves with their children's school work. Homework assignments offer opportunity for valuable teamwork between teacher, parent and child in support of learning. Parents can help in the following ways:

- A. Showing interest in the schoolwork their children bring home.

- B. Providing a suitable place to study, free from distractions.

C. Supplying needed materials for completing homework, such as paper, pens, pencils, crayons, markers, eraser, scissors, glue, tape, dictionary, ruler and calculator.

D. Offering to clarify instructions and answer questions. However, parents are encouraged not to do the homework for their child.

E. Checking to see that work is complete.

F. Encouraging their children to do their best work and praising a job well done.

G. Assisting in use of time and monitoring the amount and type of extra curricular or leisure activities their children are involved in such as sports, music lessons or television.

H. Staying in close communication with teachers. It is recommended that homework planners/notebooks or weekly homework sheets be used to record daily homework tasks and as a communication tool with parents.

I. Rewarding their children in appropriate ways for completed work.

J. Nightly checks of homework planner or weekly homework sheets are essential.

K. If there is a good, valid reason why a student's homework cannot be completed, a parent is asked to write a short note to explain. Teachers will be understanding if a student has a good, valid reason. Participation in extracurricular activities is not considered a valid reason. Valid reasons may include, but not limited to, family emergencies or time on task exceeds allotted minutes.

VII. Teacher Responsibilities:

A. Teachers shall evaluate and return homework assignments to students in a timely manner.

B. Teachers shall provide clear, concise directions for the completion of homework assignments.

C. Homework should be assigned with specific instructional purposes and related to the classroom activities, themes, objectives, etc.

D. All teachers of a particular class (i.e.: regular classroom teacher, special education teacher(s), music teacher, physical education teacher, etc.) should be aware of the homework tasks assigned to students to ensure “overload” does not occur.

E. Homework tasks should be appropriate to students’ grade level and able to be completed independently.

F. It is recommended that homework planners/notebooks or weekly homework sheets be used to record daily homework tasks and as a communication tool with parents.

G. If there is a good, valid reason why a student’s homework cannot be completed, a parent is asked to write a short note to explain. Teachers will be understanding if a student has a good, valid reason. Participation in extracurricular activities is not considered a valid reason. Valid reasons may include, but not limited to, family emergencies or time on task exceeds allotted minutes.

VIII. Student Responsibilities:

A. Make certain you have recorded all tasks properly.

B. Make certain you have **all** the books and supplies you will need **before** you leave the classroom.

- C. Make certain you understand all tasks assigned to you.
- D. At home find a quiet, well-lit place to do your homework. Avoid being near the television, stereo, phone, video game or computer. (Unless you are using the computer to do your homework!!)
- E. Set a regular time - suitable for both you and your parents - to do your homework tasks. Try to make homework a habit.
- F. Keep a box/container of supplies on hand so you never have to search for the things you need. (Pencils, pens, markers, crayons, scissors, glue, tape, dictionary, ruler, calculator, paper, etc.)
- G. Plan your time wisely. Don't leave all your work for the last night before a test or assignment is due. Complete homework within given time frame.
- H. Make sure homework is your best work. Make certain a parent checks over your assignment for completion and legibility.
- I. Ask for help from a parent only if you need help. Don't expect your parent to do the tasks for you.
- J. Put your books and homework back in your book bag when you are finished.
- K. Follow your teacher's instructions for turning in your assignments.
- L. If there is a good, valid reason why your homework cannot be completed, ask a parent to write a short note to explain. (Your teacher will be understanding if you have a good, valid reason.) Participation in extracurricular activities is not considered a valid reason. Valid reasons may include, but not limited to, family emergencies or time on task exceeds allotted minutes.