



Capital School District

Board of Education Policy

Section: Instruction
Title: Homework Policy
Policy #: 600-03
Date Approved: 12/5/12
Date Revised: 12/5/12

Purpose:

The Capital School District Board of Education recognizes regular, purposeful homework as an essential component of the instructional process. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Recent demands for higher level student achievement in all content areas necessitate a more rigorous homework policy designed to give students more opportunities to be successful.

Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, the fostering of independent study skills, enrichment activities, and self-discipline. Homework should provide reinforcement and extension of class instructions and should serve as a basis for further study and preparation for future class assignments. In addition to written assignments, homework can include time devoted to reading and studying for quizzes and examinations. In light of the major purposes for homework, it is not to be assigned as punishment for students for disciplinary reasons.

Responsibility for homework should gradually increase for students in grades one through six. Secondary school homework assignments should recognize that more time and individual student initiative are expected in order to meet increased instructional demands. Homework assignments to exceptional students should reflect the special needs of such students.

Teachers shall consider the following factors when making homework assignments:

1. The grade level of the student
2. Level and degree of difficulty of the subject being studied
3. The maturity level of the student
4. The instructional needs of the student
5. Assignments that have a clear and definite purpose and are directly related to the objectives of the course
6. Homework demands being made in other subject areas or classes and significant school activities (concerts, state tests, etc.) that may affect the student's ability to complete the assignment

Principals will be responsible for:

1. Communicating this policy on homework to staff members, students, and parents
2. Encouraging parents to communicate with the school if a student's homework assignments are excessive or not sufficiently challenging to the student, according to the parents' views
3. Monitoring the implementation of the homework policy
4. Emphasizing reading as an integral part of the school's homework policy

Teachers will be responsible for:

1. Teaching independent study skills
2. Making appropriate assignments
3. Ensuring that students and parents have a clear understanding of the teacher's homework assignments and are given notice as far ahead as possible to allow them to find ample time to devote to the assignments
4. Checking, reviewing, evaluating, and/or grading student homework according to the teacher's individual methods, in keeping with a system that is clearly explained to the class
5. Giving feedback on homework assignments in a timely manner
6. Making instructions related to homework clear and providing, when necessary, a short period of supervised study or a period of questioning to insure that the students understand the assignment
7. Assigning students homework that includes specific periods of time devoted to reading on a regular basis
8. Posting the assignments on the Internet or teacher web page, and/or homework hotline, if feasible
9. Informing students of homework assignments missed because of absence or substituting another activity for the missed assignment so that there are no gaps in learning
10. Giving students a *reasonable amount of time* and support to complete missing assignments – a reasonable amount of time is defined for each class session missed, the student will have two class sessions to make up the missing assignments; a teacher may extend this time if the student is making progress*
11. Providing additional help where needed for homework assignments and lesson understanding

Students will be responsible for:

1. Completing assigned homework as directed
2. Returning homework to the teacher by the designated time
3. Submitting homework assignments which reflect careful attention to detail and quality work
4. Devoting a specified amount of time to reading as part of the homework assignment
5. Understanding and recording the homework assignment(s) before leaving school
6. Taking home all necessary materials to complete assignment(s)
7. Having an organized means of keeping and carrying homework to and from school
8. Arranging for a place to work and having a regular time to study

9. Scheduling time for homework that is compatible with family and/or after school activities
10. Completing homework with a minimum of parental help
11. Completing homework assignments as carefully and as neatly as possible
12. Completing homework and turning it in on time
13. Budgeting time for long-term projects
14. Completing all work missed because of absences or school activities

Parents' responsibilities include:

1. Providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of homework assigned
2. Indicating an interest about assignments and assisting, if possible when requested by the child, but not to include performing the work for the child
3. Supporting the school in regard to the students' being assigned homework
4. Requesting assignments for students when short term absences are involved
5. Assisting the school in stressing the importance of reading and its benefits
6. Assuring students read when specific homework assignments are not given or when they are completed before the specified time period for homework is over
7. Reading and discussing the district's homework policy with your child and encouraging good study habits
8. Providing necessary assistance and a positive, supportive attitude and encouraging good study habits
9. Communicating any concerns and questions regarding homework assignments to the child's teacher
10. Encouraging the child to seek additional help, if needed, from the teacher
11. Providing an appropriate time and environment for study and learning; checking the homework for completion and showing an active interest in it
12. Monitoring television, radio, computer games, and outside activities to be sure the students has sufficient study time
13. Supporting the school's procedure on making up missed homework

It is understood that it is not the parent's responsibility to provide a great deal of assistance to the student in completing homework. Parents or other family members should, however, make every effort to read to students who cannot read on their own during the assigned homework period. It is the school's responsibility to make instructions related to homework clear and to provide, when necessary, a short period of supervised study or a period of questioning to ensure that the students understand the assignment.

Reading is recognized as a universal skill that relates to all subjects. Therefore, when specific homework assignments are not given, or when the homework assignment is completed in an expeditious manner, every student will read, minimally, for the amount of time specified in this policy.

Kindergarten teachers shall exercise judgment in making homework assignments considering the child's readiness level and the type of work to be accomplished.

At the secondary level, students in academic classes should receive a minimum of two homework assignments each week in each class. These assignments should be reflected in the student's class grade.

Frequency and Quality of Homework Assignments

Each school, when implementing this homework policy, should consider these guidelines as daily averages:

Grades	Frequency of Assignment	Total Daily Average (All Subjects)
K – 1	Daily (4 days a week)	20 to 30 minutes
2 – 4	4 days a week plus reading/projects for weekend	30 to 45 minutes
5 – 6	4 days a week plus reading/projects for weekend	60 minutes
7 – 8	Daily (5 days a week)	75 minutes
9 – 12	Daily (5 days a week)	**120 minutes

*Two day make-up rule will become effective for the 2013-2014 school year.

***Advanced courses, especially at the high school level, generally require additional hours of work. However, it is important to insure that these assignments are made with the well being of the student in mind which may require coordination between departments and instructors.*