

## Homework Policy NDAA 2015-2016 Grades 3-12

### What is Homework?

Homework is a school-related assignment which requires completion by the student outside of the classroom. Homework will be meaningful and have a purpose aligned to core guidelines and content standards. Assignments will vary depending on grade level and subject. NDAA homework expectations are:

- The amount of homework given should vary based on student grade level.
- A moderate and controlled amount of homework is an important learning tool.

Homework should not be used as a behavioral tool or a form of punishment. Homework can validate the learning partnership between home and school. Teacher feedback is a vital learning tool; homework should have written and verbal feedback. Research shows that students who receive verbal feedback in class on homework achieve at a much higher level than those who simply get a letter grade marked on their work.

Homework provides students with opportunities to deepen their understanding of concepts presented in the

- Homework should be used for practice, not to learn a new skill; it should reinforce the learning of the day.
- Homework is where the mastering of concepts through focused practice or repetition occurs.
- Homework is different than in-class work or learning activities (particularly within the lower elementary grades).
- Students should be able to complete a homework assignment within a reasonable amount of time.

### Purpose of Homework

Homework needs to have a meaningful purpose. It should allow the student to:

- practice and drill newly taught skills
- review previously mastered skills
- extend and enrich curriculum
- prepare for projects
- develop independent study habits and management skills
- provide time for required and personal reading.

The purpose of homework changes as the student moves through elementary to middle school and then upper school grades. Homework assigned in the elementary grades should allow the student to:

1. Practice skills by improving accuracy or speed of completing a skill; or to reach a self-sufficient level of expertise.
2. Prepare for the study of a new topic by allowing the student to reflect on past experiences or connect past learning opportunities with new topics of study.
3. Elaborate on or extend introduced material by comparing, contrasting, researching, or completing graphic organizers.

## Target Amount Of Class Homework

Grade Level	Minutes per Subject (M-Th)	Classes	Total Minute/Night
3-4	10	Language Arts & Math each day; rotation of science & social studies during week	20-30
5-6	15	Language Arts & Math each day; rotation of science & social studies during week	30-45
7-8	20	Based on A and B day rotation	40-60
9-12	30	Based on A and B day rotation	90-120

\* For students in grades 5-8, coordination of projects, tests, & amount of homework between teachers so as not to overburden the student.

\*\* Every student in grades 3-8 should spend 15 minutes daily in personal reading in addition to homework times listed above.

### Who Is Responsible?

#### *Student's Responsibilities*

- Get the assignments and ask for help if the assignment is not clear.
- Copy all assignments into student planner book, carefully recording due dates and other important information.
- Set a time each day to do homework.
- Take home all necessary resources, reading, books, packets, textbooks, notes, or study guides.
- Bring the completed work back to school when it is due and turn into teacher.
- Be responsible for taking care of and returning any borrowed resource materials.

#### *Parent's Responsibilities*

- Promote a positive attitude toward homework.
- Understand and reinforce expectations of quality of student work.
- Provide a desk or table and tools needed to help student organize and complete homework.
- Be available to provide supervision and support to the student.
- Communicate with student and teacher frequently. Give feedback to teacher when there is a homework concern.
- Regularly check the online grade book or grade reports handed out by teacher.

#### *Teacher's Responsibilities*

- Provide a variety of learning experiences during the school day and provide the appropriate amount and type of homework that follows the NDAA Homework Policy.

- Identify the purpose of homework assignments and homework expectations to parents and students.
- Post all assignments and provide time for students to record them.
- Review homework and return it to students in a timely manner (All assignments, homework, quizzes, tests and projects should be returned to students or parents in a timely manner with specific feedback included). Types of feedback may be (1) direct instructional feedback when completed class work is reviewed in class; (2) graded work returned with relevant and meaningful written comments; (3) peer evaluations with clearly outlined objectives
- Post or record a minimum of three graded entries per week for each student in the grade book program. **Teachers are to provide supporting data for grades assigned.**
- Communicate frequently with parents about student's successes, challenges, and achievements.

#### *Principal's Responsibilities*

- Ensure that homework is consistent with the school-wide educational goals.
- Monitor and support teachers in the implementation of homework guideline.
- Encourage teachers to use homework as a tool to reinforce learning.
- Be aware of the assignments of major projects and their impact on the students' overall educational program.
- Support the need for balance between school and other student activities.
- Facilitate the communication between the school and home and help maintain the partnership with school, parents, and students.

### **Incomplete or Missing Work**

It is the goal of the NDAA that teachers and parents will work together to develop skills and behaviors of success and responsibility in each student. The level of student responsibility and accountability increases as the student progresses through school. The ultimate goal is to have students graduate from NDAA who understand the importance of meeting deadlines and developing personal responsibility in all areas of their lives. NDAA has developed a "graduated" program where expectations increase as the student enters a "new" grade level group.

#### *Grades 3-4 Missing & Late Work Policy*

"In class assignments" are intended to be completed in class and are usually due the next day of class. Homework activities are to be completed at home, and, based on the NDAA Homework Policy, will be enrichment or reinforcement, or completion of in-class work. If not turned in on time, assigned in-class work and homework must be completed and turned in by Friday of the week assigned to receive full credit.

#### *Grades 5-6 Missing & Late Work Policy*

"In class assignments" are intended to be completed in class and are usually due the next day of class. Homework assignments are to be completed at home, and, based on the NDAA Homework policy, will be enrichment, reinforcement, or practice of skills learned in the classroom. These daily assignments are due the next day and will be considered late if submitted after the teacher-designated due date. Penalties will be in effect for late work:

- 20% off penalty for one day late

- 40% off penalty for two days late
- 60% off penalty for three days late.

In extreme circumstances, the student may have until Friday of that week to turn in class work or homework

#### *Grades 7-8 & Missing Late Work Policy*

“In class assignments” are intended to be completed in class or completed as homework the day it is assigned. Homework at this level of school may consist of in class work not completed, studying and reviewing activities, or enrichment, extension, or practice of concepts learned. These daily assignments are due the next time the class meets and will be considered late if submitted after the teacher-designated due date. Penalties will be in effect for

- 30% off penalty for one day late - if an assignment is given on Monday (an A day) and the teacher states that the assignment is due the next day the class meets, the assignment will be turned in on Wednesday which is the next A day. If the assignment is not turned in on time, the student has to turn in the assignment within 24 hours to receive partial credit.
- 60% off penalty for two days late - If the student turns in the assignment 2 days after it is due, which is usually the next time the class meets, there will be a 60% penalty.
- 80% off penalty for three days late - The student will have until Friday to turn in the late assignment with an 80% penalty for being late.

**No work accepted after three days late. The teachers want the student to get into the habit of turning their work in completed and on time.**

#### *Grades 9-12 Missing & Late Work Policy*

Homework, which is practice, reinforcement, and extension to classroom learning, is due at the beginning of the next class period or as directed by the classroom teacher. **Penalties will be in effect for all late work:**

- 50% off penalty for homework or classwork not turned in at the beginning of the period of the next day that the class meets. To receive 50% partial credit, the late assignment must be turned in within 24 hours of being due. For example, a homework assignment is given on Monday (A day). The assignment is due on Wednesday (the next A class day). The assignment is not turned in on time, the student receives 50% off penalty on the work turned in. The student must turn in the work the following morning even though the class does not meet on that day to receive half credit.
- Another example: the homework assignment is given on Thursday (B day) and is due on Friday (the next time the class meets, B day). The student does not turn in the homework when due. The grade is reduced by 50% and the student must turn it in on Monday morning (within 24 “school day hours” ) to receive half
- **No late work accepted after 24 hours of being due.**

#### **Middle School & Upper School Late Homework Pass**

Each student will be given one “Late Homework Pass” per core class (Math, Science, Social Studies, Language Arts or English) per quarter. This pass will allow a student to turn in a daily work or homework assignment late for full credit one class period after it is due. This pass may not be used on a project, major assignment, review, or study guide for a test.