



<b>Name:</b> 04.13 HOMEWORK POLICY	<b>Version:</b> 1
<b>Adopted:</b> MARCH 12, 2012	<b>Review:</b> 2016-2017

REVIEW EVERY 5 YEARS

### **PREAMBLE**

1. Richmond Christian School seeks to create conditions that promote and encourage discipleship and excellence in learning.
2. Completing meaningful homework is, in part, how students demonstrate their learning and enables teachers to adequately assess learning outcomes.
3. Richmond Christian School seeks to provide a Christian perspective in our education programs as often as possible and that same perspective must be considered when assigning homework and supporting the successful completion of assignments.
4. The assignment of homework to Richmond Christian School students must have a clear objective for supporting and encouraging the student's educational experience.
  - a. Assigned homework should include supporting rationale and clear objectives.
  - b. Partnering with the mission of the school, parents are expected to support and encourage their children through the completion of any outstanding school assignments as a priority over any other homework given by outside classes or tutors.
  - c. Clear expectations and guidelines must be provided to students to ensure that they have an understanding of the assignment and the expectations for it.
5. All assignments are expected to be completed. Should a student not complete an assignment, campus-specific strategies will be implemented with the goal being to ensure the successful completion and understanding of the learning outcomes.

### **RESPONSIBILITIES DEFINED**

6. It is acknowledged that not all course work may be completed within school hours and that not all students can meet workload expectations at the same rate. To ensure that learning outcomes are met, homework may be assigned. This may include classwork that is unfinished, new assignments, or practice exercises.

7. Homework should be used to:
  - a. Support learning outcomes;
  - b. Give students practice in a skill or concept learned in class;
  - c. Pre-view or pre-read material students will learn next; or
  - d. Prepare for assessment of learning.
8. Campus specific strategies will be implemented to ensure that students are not overwhelmed by assignments and their overall workload.
  - a. At the Elementary and Middle school campuses, team meetings will ensure that students are not overwhelmed with an unreasonable amount of work.
  - b. At the Secondary campus, department meetings and staff will ensure that homework expectations are kept to a reasonable level of work.
9. Workloads will fluctuate depending on the materials being covered or projects that have been assigned.
10. Teachers will be encouraged to “differentiate” homework for students so that all students can successfully complete the assignment. Differentiation means adjusting an assignment to meet each student’s learning needs. This can be accomplished in a variety of ways, for example:
  - a. Adapting the level of difficulty.
  - b. Working with students to choose how to demonstrate their learning by selecting an activity that matches their learning style.

#### **HOMEWORK DURING WEEKENDS AND SCHOOL BREAKS**

11. Weekends are times for family to spend together therefore, homework will not be assigned on Friday that is due on Monday, unless authorized by the principal.
  - a. Homework may be assigned on Thursday that is due on Monday.
  - b. Homework may be assigned on Friday that is due on Tuesday.
  - c. Homework or assignments must be assigned before the end of class.
  - d. Long weekends shall be treated in the same manner as a regular weekend. For example, homework shall not be assigned on a Friday for Tuesday when there has been a holiday on Monday.
12. Homework will not be assigned for completion over Christmas break or Spring break, unless authorized by the principal. Parents will be consulted in this circumstance.

## **HOMEWORK DURING EXTENDED ABSENCES**

Families at RCS are discouraged from scheduling extended family vacations when school is in session. Such absences impact both the individual student and the classroom learning.

13. Detailed classroom assignments should not be expected for students who are away for extended periods of time as a result of family or parent-initiated absences. However, a study plan may be developed by the parents and the student, in collaboration with each teacher, prior to the absence.
14. For extended absences that are unforeseen or due to illness or extenuating circumstances, parents are required to contact the teacher and the school principal to discuss available options and create a reasonable study plan.

## **ELEMENTARY CAMPUS GUIDELINES**

### **QUANTITY**

15. Daily homework assignments may include:
  - a. Grade 1 - memory work, spelling words and reading – a maximum of 20 minutes
  - b. Grade 2 - memory work, spelling words and reading – a maximum of 20 minutes
  - c. Grade 3 - memory work, spelling words and reading – a maximum of 30 minutes
  - d. Grade 4 – a maximum of 40 minutes
  - e. Grade 5 – a maximum of 50 minutes

## **MIDDLE CAMPUS GUIDELINES**

### **PREAMBLE**

16. Homework is an integral part of the school program. Assigned homework focuses on projects, unfinished class work or may encourage additional practice in weak areas. In order for students to achieve grades appropriate for their ability level, they will need to spend time each night doing homework. Students may have to spend additional time on homework to pass subjects they find particularly difficult. When necessary, students will be required to spend specified time after school completing tasks. Teachers regularly check student assignments and, where necessary, will expect incomplete or carelessly done assignments to be redone.

### **QUANTITY**

17. All students learn and work at varying speeds and as such a general guideline of 10 minutes per grade level is recommended for evening homework.
  - a. Grade 6 – a daily maximum of 60 minute
  - b. Grade 7 – a daily maximum of 70 minutes
  - c. Grade 8 – a daily maximum of 80 minutes

### **COMPLETION EXPECTATIONS**

18. Completion of all assigned work is expected and strategies may be implemented to encourage completion in a timely manner. For missing or incomplete assignments:
  - a. A student may be required to attend at “Ketchup Club” during lunch time until the assignment is completed.

- i. A teacher will be present to assist, if needed.
- b. A student will receive an “I” on their term report card if the term ends and the assignment has not been completed. The student will be given an additional deadline in order to complete the work so that an accurate assessment of learning can be determined.

## **SECONDARY CAMPUS GUIDELINES**

### **PREAMBLE**

19. Homework is an integral part of the school program. Assigned homework should focus on projects, unfinished class work or exercises designed to encourage additional practice in weak areas. Students may have to invest additional time in their studies to pass subjects they find particularly difficult.
20. In order for students to achieve grades appropriate for their ability level, they will likely need to spend time each evening on homework or, when necessary, time after school completing tasks or group projects. Teachers are responsible for regularly checking student assignments and may require incomplete or carelessly completed assignments to be redone.

### **QUANTITY**

21. All students learn and work at varying speeds and as such a general guideline of 30-45 minutes per class is recommended for evening homework or reviewing. Unused homework time cannot be added to the next class. For example, a teacher cannot double homework time to compensate for previous classes when homework was not assigned.
22. Time allotted for Advance Placement and Honours courses should generally be between 60-90 minutes per course per evening where homework has been assigned.
23. Time allotted for all courses should not exceed 2 ½ hours per day. Advance Placement courses are exempt from this requirement.
24. Additional time and effort may be required for the completion of incomplete or poorly crafted work that was previously assigned but unsatisfactory, careless, incomplete or missed due to an absence.

### **COMPLETION EXPECTATIONS**

25. Students are responsible for completing their classroom assignments or tests.

26. Students who are absent are responsible for the completion of any missed assignments. It is expected that students will do everything possible to complete missed assignments in a timely manner.
  - a. Students are responsible for and encouraged to check Edmodo for updated information, to check with classmates or e-mail the teacher for any missed assignments.
  - b. For an absence of less than one school week due to illness or extenuating circumstances, the student is responsible for speaking to each teacher to identify any incomplete assignments or homework and to set a reasonable date for submission of the work or to write a missed test.
  - c. For an absence of more than one school week, missed assignments or test shall be due or scheduled within seven calendar days after returning. The student is responsible for speaking to each teacher to identify any incomplete assignments or homework and to schedule any make up tests.
    - i. Consultation with the Principal may also be sought by the student and parents to ensure that a reasonable time frame is established.

#### NOTICE OF TESTS

27. All assessments, taking longer than 45 minutes shall be scheduled with notice of no less than one week.
28. Test topics must be provided when notice is given.
29. Major assignments cannot be scheduled due on the same day as a test.