

Elementary and SecondaryAttendanceAge of AttendancePublic School Open Enrollment

The District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time to time. More specifically, the District, in administering its participation, (a) will harmonize to the extent possible sections 118.145(4), 118.51, 118.52 and subchapter VI of Wis. Stats. 121, (b) will give priority to its resident students regarding intradistrict open enrollment opportunities, (c) will take account, as appropriate, of individual rights under the Wisconsin and United States Constitutions and (d) will continue its efforts, as an autonomous local school district, to enhance racial balance in Milwaukee area schools through voluntary action.

Full-Time Open Enrollment

- I. Application Procedures for Nonresident Students - Applications from nonresidents for full-time open enrollment into a district school must (a) be submitted on the form provided by the Department of Public Instruction (“DPI”) and (b) be received not earlier than the first Monday in February and not later than the third Friday following the first Monday in February. Untimely applications will not be processed nor will the review process be delayed by failure to submit supporting documentation. Copies of each nonresident pupil application will be sent to the resident school district of each nonresident pupil and the DPI no later than the fourth Monday in February.
- II. Timetable for Decisions on Applications - District decisions on full-time open enrollment applications will be made after the final Friday of the application period and no later than the Friday following the first Monday in April.

(Note: For a pupil to participate in open enrollment, both the resident school board and the nonresident school board must approve the application.)

- III. Decision Criteria and Procedure for Processing Open Enrollment Applications - Decisions on nonresident open enrollment applications will be based only on the following criteria:
 - A. Whether there is space available for Nonresident Transfer Students. Each school year the Superintendent/designee will report to the Board of Education the space available for the next school year in the District for Open Enrollment students. In determining such space available, the Superintendent/designee shall consider, but not be limited to, the following:
 1. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
 2. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.
 3. Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of nonresident Open Enrollment students, the number of seats designated by the Board for Chapter 220 students, the required length of K-12 attendance opportunities for Chapter 220 and Open Enrollment students and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar district educational initiatives.

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4. The number of nonresident students currently attending the schools of the District for whom tuition is paid by another district under Wis. Stats. 121.78 (1)(a).
 5. The number of resident home schooled or private school students likely to attend the schools of the District in accordance with Wis. Stats. 118.415.
 6. The number of resident students likely to change schools on a full-time or part-time basis under the District's intradistrict Student Transfers policy.
- B. A random selection will be conducted to fill available Open Enrollment seats. Prior to the random selection, all students currently attending who were previous School District of Elmbrook residents with established residency status and who have submitted a timely application for open enrollment will be approved. These students do not fill any of the open enrollment seats designated for the following school year as they were already considered in the process when determining space availability. This approval is subject to the provisions identified in Section VII: Reapplication Procedures.
- C. During the random selection process, the District will establish a numbered waiting list of all nonresident applicants whose applications have been rejected solely because of lack of space. This waiting list may include applications submitted in a timely manner for the next school year, but will not include applications submitted for prior school years.
- D. During the random selection process, if a student is selected, that student's sibling(s) who has also applied will be granted preference to the next available space(s). If there are no spaces remaining in the sibling's grade, the sibling will be denied and placed on the waiting list.
- E. Whether an applicant for a pre kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
- F. Whether the nonresident pupil has been expelled from any school district within the current school year or the two (2) preceding school years.
- G. Whether any disciplinary proceeding involving the nonresident pupil, based on any of the following activity, is pending:
1. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives;
 2. Engaging in conduct while at school or under school supervision which endangers the health, safety or property of others;
 3. Engaging in conduct while not at school or while not under the supervision of a school authority which endangered the health, safety or property of others at school or under the supervision of a school authority or of any employee of the school district or member of the school board; or

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4. Possessing a dangerous weapon, as defined in Wis. Stats. 939.22 (10), while on school property or under school supervision.

(Note 1: Notwithstanding the Board's acceptance of a nonresident pupil's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the nonresident pupil will attend a school in the District, he/she is determined to fall under paragraphs III(F) or III(G).

(Note 2: The Board may request a copy of a nonresident pupil's disciplinary records from the resident school board.)

- H. Whether the special education program or related services described in the nonresident pupil's individualized education program ("IEP"), if any, are available in the District.
- I. Whether there is space available in the District for the special education program identified in the nonresident pupil's IEP, after consideration of class size limits, pupil-teacher ratios, and enrollment projections. (See paragraph III(A)(1) above.)
- J. Whether the nonresident pupil has been screened by the resident school board to determine if there is reasonable cause to believe that he/she is a child with a disability.
- K. Whether the resident school board has been informed that the nonresident pupil may be a child with a disability, but has not yet been evaluated by an Individualized Education Program Team.
- L. Whether the application of a nonresident pupil has been denied by the district of which he/she is a resident.

(Note: If a nonresident pupil's IEP is developed or changed after starting in the District, and it is then discovered that the district does not have necessary programs available or does not have space in the special education program, the nonresident may be returned to the resident school district.)

- M. 1999 Wisconsin Act 117 which amends Wis. Stats. 121.84, contains a number of provisions that allow pupils to continue to attend school in a district even after the pupil moves out of that district. See District Policy 3240, Tuition Fees, for information regarding tuition waivers under Wis. Stats. 121.84.
- N. Whether the nonresident pupil was formerly enrolled in the District and had been habitually truant from the District during any semester of attendance in the current or previous school year. A pupil is habitually truant when he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester (see Section 118.16(1)(a), Wis. Stat.).

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IV. Procedure for Evaluating Applications by District Residents to Transfer to Another District - The Board will consider only the following criteria for denying resident applications:

- A. Whether the resident pupil is a child with a disability and the implementation of his/her IEP in the other district would impose an undue financial burden on the District.

(Note: Notwithstanding the Board's approval of a resident pupil's application, the Board may withdraw approval if, after the District pupil has begun in the other school district, the IEP as implemented by the nonresident school district would impose an undue financial burden on the District.)

- B. Whether the total of District applicants remaining after decisions made in accordance with the criteria stated in this Section V exceeds three percent (3%) of the District's projected enrollment for the next school year or an additional one percent (1%) in each of the seven succeeding school years. If any of these limits is exceeded, the Board, in its sole discretion, may waive the limit. If it does not waive the limit, it shall consider applications on a random selection basis, provided that first priority in all cases shall be given to (a) applicants who already attend the other district and (b) to the siblings of such pupils and the siblings of pupils chosen during the random selection process.

V. Notice of Decisions - Written notice of acceptance or denial of both nonresident and resident applications shall be sent to all applicants on or before the first Friday following the first Monday in April. Notice of denial will include a reason for the determination.

- A. Additional Notices When a Nonresident Pupil is Accepted - If the Board approves an open enrollment application of a nonresident pupil it will also send the following notices: 1) written notice to the applicant no later than the second Friday following the first Monday in May of the specific school or program that the applicant may attend during the following school year; and 2) notice to the resident school board no later than June 30 stating the name of the pupil.

The parents or guardians of an accepted nonresident pupil must notify the Board no later than the first Friday following the first Monday in June of the pupil's intent to attend school in the District during the following school year.

- B. Additional Notice if a Resident Pupil's Application to Another District is Denied - If the Board denies a resident's application to attend another district, it shall send a copy of the notice of denial to the other district on or before the first Friday following the first Monday in April.

- C. Notice of Acceptance from Waiting List - If the Board approves an open enrollment application of a nonresident student from the waiting list, it will send written notice to the student and/or parent/guardian of the student, which will include written notice of the school or program to which the student is assigned. The parent/guardian must notify the Board that the student will attend the District no later than 10 days after the date the notice was mailed. If the parent/guardian does not respond within this time period, the acceptance will be rescinded and the space will be offered to the next applicant on the waiting list. The Board will not offer applicants a space from the waiting list after the third Friday in August.

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- VI. Reapplication Procedures - The Board may require accepted nonresident pupils to reapply under the open enrollment policy when the nonresident pupil enters middle school or high school. A nonresident pupil may be required to reapply only once.
- VII. Transportation - The parents or guardians of a pupil attending a nonresident school district will be solely responsible for providing transportation to and from the school site, unless the nonresident pupil is a child with a disability and transportation is required by his/her IEP. The parent of a pupil who is attending school in a nonresident school district may apply to the DPI on the prepared form for reimbursement of costs incurred by the parent for the transportation of the pupil to and from the pupil's residence.
- VIII. Tuition Payment - The Board shall pay to the nonresident school board tuition calculated under Wis. Stats. 121.83, for a District pupil who is designated as a child with a disability attending school in the nonresident school district.
- IX. Rights and Privileges of Nonresident Pupils - Nonresident pupils attending school in the District on a full-time basis will have all of the rights and privileges of resident pupils and will be subject to the same rules and regulations as resident pupils.
- X. Habitual Truancy - If the Board determines that a nonresident pupil attending the District via the Open Enrollment program is habitually truant from the District during either semester in the current school year, the Board may prohibit the pupil from attending the District in the succeeding semester or school year.

Part-Time Open Enrollment

- I. Application Procedures - The Board will accept open enrollment applications from nonresidents enrolled in a public school in the high school grades for individual courses. Applications must be submitted on the form provided by the DPI. Nonresidents may not attend more than two (2) courses at any time in the District. The applications must be made no later than six (6) weeks prior to the start of the course. Copies of each nonresident pupil application will be sent to the resident school board of each nonresident pupil. The Board must receive copies of all applications by District pupils seeking part-time open enrollment in other school districts.
- II. Acceptance Criteria - Acceptance or denial of nonresident and resident part-time open enrollment applications will be made according to criteria specified and shall be made no later than one (1) week prior to the start of the course.

(Note: In order for a pupil to participate in open enrollment, both the resident school board and the nonresident school board must approve the application.)

- A. Nonresident Acceptance Criteria - The Board will initially determine approval of applications by nonresidents based upon the criteria stated in this paragraph. The applications of nonresidents denied under such criteria will be removed from the pool of eligible applications. If, after removing the denied applications, the number of nonresident pupils, District pupils, and pupils enrolling pursuant to Wis. Stats. 118.145 (4) applying for a course exceed the number of spaces available in the course; the Board shall give first priority to District pupils and then to pupils enrolling pursuant to Wis. Stats. 118.145 (4). The remaining nonresident pupil seats shall be selected on a random basis.

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The Board shall consider only the following criteria for nonresident open enrollment applications:

1. The same criteria applied to District pupils selecting courses including successful completion of prerequisites and enrollments that meet class size guidelines.
 2. Whether the nonresident pupil is already enrolled in two (2) courses in the District.
- B. Resident Acceptance Criteria - The Board will consider approval or denial of applications of residents enrolled in the high school grades to attend courses in other school districts based upon only the following criteria:
1. Whether the cost of the course would impose an undue financial burden on the District in light of its total economic circumstances.
 2. Whether the course would conflict with the IEP of a child with a disability.
- III. Notice of Decisions - Written notice of acceptance or denial will be sent to all applicants no later than one (1) week prior to the start of the course. Notice of denial will include a reason for the determination and will also be sent to the nonresident school board, which initially reviewed the application. Notice of acceptance shall include the name of the school the pupil will attend and the names of the course(s) in which he/she will enroll. If the Board approves an open enrollment application of a nonresident pupil it will also send a copy of the notice of acceptance to the resident school board no later than one (1) week prior to the start of the course.
- IV. Resident Pupils Attending Other Schools - The Board will notify a resident pupil no later than one (1) week prior to the start of a course in a nonresident district whether the course will satisfy District high school graduation requirements.
- V. Reapplication Procedures - Approval of part-time open enrollment for a course in another district applies only to the semester, year or other session for which the course is offered. The Board will require nonresident pupils to reapply under the part-time open enrollment policy for each additional semester, year or other session for which a course is offered.
- VI. Transportation - The District will not be responsible for providing transportation to nonresident students enrolled in the open enrollment program in the district either within or outside of the district boundaries. The District will not be responsible for providing transportation to resident students enrolled in other districts under the open enrollment program either within or outside of the district boundaries. The parent of a student who is eligible for free and reduced lunches and who is attending school under the open enrollment program may apply to the DPI on the prepared form for reimbursement of costs incurred by the parent for the transportation of the student to and from the student's residence.
- VII. Tuition Payment - The Board will pay to the nonresident school board tuition in an amount equal to the cost of providing the course for District pupils attending courses in the nonresident district.
- VIII. Rights and Privileges of Nonresident Pupils - Nonresident pupils attending courses in the District on a part-time basis will have all of the rights and privileges of resident pupils and will be subject to the same rules and regulations as resident pupils.

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Legal References:

- Wis. Stats. 118.13
- Wis. Stats. 118.145(4)
- Wis. Stats. 118.51
- Wis. Stats. 118.52
- Wis. Stats. 121.84
- Wis. Stats. Chapter 115, Subchapter V
- Wis. Stats. Chapter 121, Subchapter VI
- Wis. Stats. 939.22(10)

Related District Policies

- 3240 Tuition Fees
- 3250 Materials Fees
- 3544.3 Special Transportation for Handicapped Children
- 5112.2 Admission from Other Schools
- 5112.3 Participation of Nonpublic School Students in District Progress/Activities
- 5117.1 Student Transfers
- 5118 Nonresidents
- 5122.1 Choice of Studies
- 6151 Class Size
- 6171.1 Special Education
- 6172 Placement of Special Education Students Out of the District

Policy

Adopted: January 27, 1998
Revised: 9/98, 10/2000, 6/2005, 8/2006, 1/2008, 9/2008, 4/2011
Reconfirmed: 11/2005

Board of Education
School District of Elmbrook
Brookfield, WI 53005



Elementary and Secondary

Welfare

Bullying

Prohibition of Bullying

The School District of Elmbrook is committed to providing a safe, caring and respectful learning community for all students and employees and strictly enforces a prohibition against bullying.

Definition: “Bullying” is typically aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. The behavior is repeated over time. Examples of bullying behavior include, but are not limited to:

- Intimidation and or harassment such as teasing, put-downs, cruel rumors, false accusations, hazing, name calling or making threats;
- Social alienation, exclusion, and isolation such as shunning or spreading rumors;
- Extortion;
- Written notes, phone calls, or electronic messages that are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping, or annoying;
- Verbal aggression or verbal assaults which are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping, or annoying;
- Nonverbal or emotional threats or intimidation;
- Any acts or attempted act or threat of physical aggression such as an assault on a student or employee or on their property;
- Any act which threatens or intimidates any person or group because of sex, race, religion, national origin, color, disability, sexual orientation, age or other protected status.

Prohibition: Bullying behavior by students, employees, and volunteers is prohibited whether it is among or between students, employees, volunteers, or any combination of these groups. Bullying is prohibited at school, on school premises, during school-sponsored activities, on school busses and at bus stops, or through the use of electronic, computer, and telecommunications messaging devices (cyber bullying).

In situations where bullying occurs off school property or on a non-school computer or technology device(s) but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to disrupt or prevent a safe and positive educational or work environment.

Complaint Procedure: All students and employees are expected to watch for and report acts of bullying in any of the above described situations. Students are requested and encouraged to report acts of bullying to a staff member or an administrator either verbally or by using the Discrimination/Harassment/Bullying Complaint form (Practice Statement 6005). All employees are required to report acts of bullying to their immediate supervisor and/or building administrator either verbally or by using the Discrimination/Harassment/Bullying Complaint form (Practice Statement 6005). Administrators, or their designee, shall investigate reports of bullying and shall determine (1) whether the reported conduct actually occurred, (2) whether the conduct rises to the level of bullying, and (3) whether and what type of disciplinary action is warranted.

All reports of bullying are taken seriously and are considered confidential. When a student is involved in an incident that rises to the level of bullying, the student’s parent(s) or guardian shall be informed of the nature of the complaint as soon as practicable and the fact that the matter is being investigated.

Retaliation against an individual(s) who reports bullying or potentially bullying behavior is strictly prohibited.

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Consequences: Where it is determined that a student(s) participated in bullying behavior or retaliated against an individual for reporting bullying behavior in violation of this policy, the school may take disciplinary action, up to and including suspension, expulsion and referral to law enforcement for legal action.

Employees who have participated in bullying behavior, have become aware that bullying was taking place and failed to take action or to report the behavior, or have retaliated against an individual for reporting bullying behavior are considered in violation of the prohibition expressed by this policy and are, therefore, subject to disciplinary action.

This policy and complaint procedure ~~shall~~ **will** be made available to all students and parents/guardians on an annual basis. Employees will also be informed of this policy on an annual basis.

Wis. Stat. 118.46

Policy

Date Approved: July 20, 2010

Revised: 4/2011

Board of Education
School District of Elmbrook
Brookfield, WI 53005



Elementary and Secondary
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Bullying

Prohibition of Bullying

PUBLIC NOTICE

The Board of Education shall annually provide notice of its policy on bullying via the School District of Elmbrook's website. Copies of the policy will also be available in the Superintendent's office and each school's front office to any person who requests it. The Board shall include the District's bullying policy in all pupil and staff handbooks.

STUDENT AWARENESS

The District will provide instruction on the topic of bullying through in-school assemblies, classroom curriculum, and/or extracurricular activities. All such instruction will be age-appropriate, as determined by District administrators, and the District may include lessons on its bullying policy and complaint procedures. The District will notify parents when bullying is addressed in school.

The District also expects parents/guardians to be active partners in the monitoring, reporting, and prohibition of suspected bullying, particularly incidents that occur off of school grounds, after school hours, or with non-school computer or technology device(s).

COMPLAINT AND INVESTIGATION PROCEDURE

Step 1

Any student, parent/guardian, or employee who believes that bullying has occurred should report the incident(s) to a staff member or an administrator. Anyone witnessing or having knowledge of suspected bullying should also report the incident(s) to a staff member or an administrator. In the event a complaint is made to a staff member, the staff member shall immediately inform an administrator of the complaint. An administrator will investigate the complaint and intervene as appropriate.

Step 2

If the student, parent/guardian, or employee believes that bullying continues to persist, he/she should report the incident(s) in writing to an administrator via the District's Discrimination/Harassment/Bullying Complaint form (Practice Statement 6005). The complaint form must be submitted to an administrator within 30 days of the incident.

The administrator, or his/her designee, shall conduct a thorough investigation of the alleged bullying. The investigation will include, but is not limited to:

1. Interviewing the complainant(s),
2. Interviewing the alleged bully or bullies,
3. Interviewing any other students, employees, volunteers, or witnesses to the acts alleged in the complaint,
4. Reviewing any documents (such as text messages, notes, letters, or internet postings) or other evidence available to the building principal or designee relating to the complaint,
5. Reviewing any other bullying complaints to determine whether a pattern of bullying is emerging, and
6. Reviewing the behavioral and other education records of the students involved.

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The administrator or his/her designee may also use Policy and Practice Statement 2350 – Investigations as a reference when investigating bullying complaints.

After considering all of the information gathered during the investigation, the administrator/designee shall report the results of the investigation to the complaining party and/or parents of those involved in the incident in writing via the Disposition of Discrimination/Harassment/Bullying Complaint form within 10 school days of receipt of the complaint. Notice shall be provided to the complaining party if any extension to this timeline is needed. The complaining party shall be advised of his/her right to appeal as part of the written notification. All complaints shall be kept confidential to the extent possible within the parameters of the investigation. Referrals to appropriate law enforcement or social service agencies shall be made as deemed necessary by the administrator/designee.

Step 3

If the complainant is not satisfied with the resolution of the complaint of suspected bullying, he/she may submit a written request for appeal to the Assistant Superintendent for Educational Services, School District of Elmbrook, 13780 Hope Street, P.O. Box 1830, Brookfield, WI 53008-1830 within 10 school days following receipt of the Disposition of Complaint form. The Assistant Superintendent for Educational Services shall review the results of the initial investigation, discuss the appeal with the complaining party and the building administration as needed, and perform further investigation, if necessary. Within 30 school days of the receipt of the appeal, the Assistant Superintendent of Educational Services shall issue a decision on the appeal and notify the complaining party of the decision in writing.

False Complaints

The District recognizes that false or fraudulent claims of bullying may be filed. The District shall treat all bullying claims as valid unless and until the District's investigation reveals that the complaint was filed falsely, fraudulently or for an improper purpose. The District reserves the right to discipline any person for filing a false or fraudulent claim of bullying, with the discipline ranging from a warning to expulsion from school or termination, depending on the facts.

Elementary and Secondary
Schedules
School Day
Full-Time Student

A full-time student enrolled in the District shall meet the following minimum requirements:

1. A high school student shall be enrolled in six credits per year. A student can be enrolled in no more than one study hall per day.
2. A middle school student shall be scheduled for the full school day.
3. An elementary school student shall be scheduled for the full school day.
4. Exceptions to full-time status may be allowed under certain circumstances for a student involved in, but not limited to, such programs as the following:
 - Individualized Education Plan
 - Section 504 Plan
 - At-Risk Plan
 - Gifted & Talented Plan
 - Youth Options
 - Youth Apprenticeship
 - Work-Based Options
 - Part-time Open Enrollment

Wis. Stats. 118.33(1)(b)

Wis. Stats. 115.28(7)(e)1

Policy

Adopted: November 28, 1978

Reconfirmed: 11/82, 1/96

Revised: 12/79, 3/82, 12/85, 2/89, 1/99, 12/2002, 12/2006, 4/2011

Board of Education
School District of Elmbrook
Brookfield, WI 53005

Elementary and Secondary
Instructional Arrangements
Homework

Homework is deemed essential to the learning process and a valuable tool to support students' efforts to master grade level and course content standards. Homework is defined as school related assignments that will enhance or reinforce concepts taught in the classroom and which will require time and effort outside the regular classroom for successful completion.

Homework will be designed to serve valid educational purposes, which include:

- Preparation for upcoming instruction
- Practice or review of lessons taught
- Extension or application of concepts and skills taught in the classroom
- Develop study habits and promote independent learning

Assigned homework, class projects, or out-of-class activities shall not violate students' right to a free, public education.

Students should receive feedback on homework. Homework related to practice and preparation should not have a substantial effect on a cumulative grade. Summative homework assigned after students have been given ample opportunity to practice a skill, should be included in a cumulative grade.

Homework provides practice of skills and application of principles based upon class work. As a result, homework is given during the school year only. Homework is designed to be an extension of the classroom and given in classes that are currently in session. However, suggested readings and materials can be given to students prior to the start of a course in order to enhance the experience of those students who wish to take advantage of the suggestions. Homework can enrich school experiences, promote a permanent interest in learning, and stimulate individual initiative, personal responsibility, and self-direction.

Policy

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Reconfirmed: 11/82, 2/89, 1/96, 12/98
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Board of Education
School District of Elmbrook
Brookfield, WI 53005

Elementary and Secondary
Instructional Arrangements
Homework

Homework is defined as the out-of-class tasks that a student is assigned as an integral element in the education process. It provides practice of skills and application of principles based upon class work. As a result, homework is given during the school year only. Homework is designed to be an extension of the classroom and given in classes that are currently in session. However, suggested readings and materials can be given to students prior to the start of a course in order to enhance the experience of those students who wish to take advantage of the suggestions. Homework can enrich school experiences, promote a permanent interest in learning, and stimulate individual initiative, personal responsibility, and self-direction.

Responsibilities

Teachers:

- Assign homework that is meaningful and useful to individuals
- Give clear, concise directions allowing time for student questions
- Clearly explain the purpose of the assignment, the most effective way(s) to complete the assignment and what a completed assignment includes
- Create assignments that students can perform independently with a high degree of success
- Provide appropriate and timely responses or feedback to all homework assignments
- Provide a balance between long-range and short-term assignments
- Be conscious of the time assignments are likely to take students to complete
- If possible, avoid assigning homework during vacation periods and on legal and religious holidays
- Monitor long-term assignments in order to avoid last minute student efforts
- Help parents be aware of long-term assignments
- Ensure that students who are absent know how they may make-up homework
- Monitor student progress as reflected in performance on homework
- Any extra credit will be directly related to district standards and promote student understanding of the curriculum
- Include practice and preparation (formative) homework as no more than 10% of a cumulative grade

Students:

- Understand the directions and scope of the homework
- Ask questions when necessary to clarify the assignment
- Complete timely, neat, accurate, and meaningful products
- Plan time for completion of long-term assignments
- Determine and complete homework assigned during absence

Parents:

- Provide a suitable place for study
- Help students develop routine home study habits
- Be aware of long-term assignments and assist students in learning to budget time accordingly
- Contact the teacher, or have student contact teacher, if homework concerns arise
- Realize that student absence can interfere with completion of assignments. Encourage students to contact teacher to gather missed assignments or make-up work

Elementary and Secondary
Instructional Arrangements
Homework

Time Devoted to Homework

Due to differences in age levels and modes of instruction between the elementary and secondary schools, homework expectations will necessarily differ. Because the time required of individuals to complete assignments varies, homework activities need to be planned to meet individual learning profiles. Though it is impossible to predict the time necessary for all students to complete assignments because of different learning rates and age levels, the following is suggested:

Elementary Homework

Grades K to 2:

- One to three nights per week
- An average of 15 minutes per night.

Grades 3 and 4:

- One to three nights per week
- An average of 30 minutes per night.

Grade 5:

- Two to four nights per week
- An average of 45 minutes per night

Secondary Homework

- Homework is assigned on a regular basis with the amount dependent of on the level and type of course.
- Homework should be reasonable in length and scope. to accomplish and It should not be repetitive to the point that it has a negative impact on students' desire to learn.

Excused absences

Students may be given work that is appropriate for self-study. However, such work cannot be expected to duplicate or replace the learning experiences provided in the classroom that will be missed as a result of the absence.

Communication

Each school should disseminate the District Homework Policy to teachers, parents and students on a yearly basis.

Research References:

Cooper, Harris, (2001). *The battle over homework; common ground for administrator, teachers, and parents.* Thousand Oaks, CA: Corwin Press.

Guskey, T. & Bailey, J. (2001). *Developing grading and reporting systems for student learning.* Thousand Oaks, CA: Corwin Press.

Marzano, Robert J., Pickering, Debra J., Pollock, Jane E. (2001). *Classroom instruction that works: Research-based strategies for increasing student.* Alexandria, VA: ASCD.

O'Connor, K. (2002). *How to grade for learning.* Thousand Oaks, CA: Corwin Press.

Practice Statement

Date Approved: August 28, 1991

Revised: 7/96, 6/2003, 6/2008, 4/2011

School District of Elmbrook

Brookfield, WI 53005