

HOMework/MAKEUP WORK**A. Purpose and Scope**

Homework is a teacher-planned learning activity which takes place largely outside of the pupil's regular school hours. As such, homework should reinforce classroom learning and expand on a pupil's school experiences.

Homework assignments are to be specific and related to classroom objectives. The needs and abilities of the pupil are to be an important consideration in planning assignments.

The principal is responsible for ensuring that all regulations regarding homework are met.

B. General**Homework for Grades K-5**

1. Students should expect to spend an average of one-half hour at the primary level and one hour at the intermediate level four or five days per week.
2. Primary homework assignments should stimulate students to talk often with their parents and encourage parents to read to their children.
3. Homework should include reading, reinforce skill development and encourage family participation. Assignments should help develop good personal study habits and may include occasional special projects. Teachers should instruct students on how to develop good study techniques and habits.
4. Homework assignments should not require use of specialized materials at home unless the school lends such materials to the students.

Homework for Grades 6-8

1. Students should expect to spend an average of one and one half hours on homework four or five days per week.
2. Teachers of academic subjects should provide regular homework activities which include reading, promote the development of skills and provide students with the opportunity to grow academically.
3. The teaching staff should coordinate assignments so that students do not receive an overload of homework assignments one day and very little the next.

HOMEWORK/MAKEUP WORK (Continued)

Homework for Grades 9-12

1. Students should expect to spend an average of ten hours or more per week in learning activities outside regular school hours.
2. It is important for students to learn to use time effectively. Therefore, homework assignments should emphasize independent research, reports, additional reading, and problem-solving activities.

C. Forms and References

None

D. Procedures

Guidelines for Teachers

Working within district policies and regulations, teachers judge the amount and kind of homework to assign. They have the responsibility of helping students understand what, why and how homework is to be done. Corrections and comments on homework ought to be valuable teaching devices and should be an effective means of communication between teacher and student.

In assigning homework, teachers should:

1. Give assignments during the class period, fully explaining the objectives.
2. Be sure that the assignments are reasonable.
3. Use discretion in assigning make-up work after a student's absence due to illness.
4. Suggest study techniques appropriate for the work to be done.
5. Avoid giving assignments or increasing the amount of assignments as punishment.
6. Be sure that completed homework assignments are evaluated and returned to the student.

HOMEWORK/MAKEUP WORK (Continued)

7. Vary the type of homework assignment, encouraging student initiative and imagination.
8. Keep in mind the pupil's obligations to home, community and other school-related activities.
9. Be available by mutual agreement to assist students and parents.

Guidelines for Parents

When there is a specific assignment, the best way for parents to help a child learn is by offering support when it is requested. At the same time, limits need to be set so that children learn to work independently. Even when children do not have specific assignments due, parents can be helpful by listening when children talk about school, and by expressing interest in classwork and school activities.

In helping students with homework, parents should:

1. Show interest in the student's work.
2. Encourage the child to work independently most of the time.
3. Provide a suitable place for study, free from distraction, and if possible, reserved for that student alone.
4. Check to see that homework assignments are completed.
5. Assist in balancing school work with other activities.
6. Talk with teachers if assignments seem to be causing students continuing problems.
7. Share thoughts and ideas with children on many topics of interest.
8. Keep in touch with the school program through calls, visits and participating on school committees.
9. Provide printed material and model and encourage reading at home.

HOMEWORK/MAKEUP WORK (Continued)Guidelines for Students

Homework is an opportunity for students to further their educational growth. Teachers can provide assignments; parents can provide good study conditions and encouragement; but students must do the work.

To do a good job with homework assignments, students should:

1. Listen carefully to all directions and explanations about homework.
2. Ask questions before leaving class if the assignment is not clear.
3. Keep a record of all assignments, including due dates and other specific requirements.
4. Have a definite time and place for study, free from interruptions.
5. Budget time wisely and maintain a schedule of study times.
6. Begin assignments promptly and turn in assignments when they are due.
7. Make use of such aids as libraries, dictionary, maps, general reference material and people who may be authorities in various fields as appropriate.
8. Strive for the best results rather than the minimum which will be acceptable.
9. Take the initiative in making up work missed for any reason.
10. Do your own work and strive to put all homework assignments in your own words.

E. Reports Required

None

F. Record Retention

None

HOMEWORK/MAKEUP WORK (Continued)

G. Responsible Administrative Unit

Educational Services
Site Principals

H. Approved by Administrator of Division

Assistant Superintendent of Educational Services