

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 2430 P-1

HOMEWORK

The principal will work with staff, students and parents annually to ensure the district homework procedures are implemented.

I. AREAS OF RESPONSIBILITY

Teachers, parents and students should work together to make homework an effective educational tool.

A. Teacher Responsibilities

1. Carefully plan and organize homework assignments.
2. Assign homework consistent with the needs and abilities of each student.
3. Explain the basis for evaluating the work performed. The guidelines and/or rules should be made clear to the student at the time of the assignment.
4. Monitor and check for student understanding of the assignment and skills necessary to successfully complete the homework.
5. Review, acknowledge and return student homework within one to two days for daily assignments.
6. Utilize homework to locate problems in student progress and to individualize instruction.
7. Confer with parents regarding homework concerns as they arise.
8. Work with building colleagues toward a consistent pattern in the amount of outside preparation the students will need.
9. Work as a secondary staff within the buildings to develop procedures to insure homework assignments are coordinated across disciplines.

B. Student Responsibilities

1. Understand the homework assignment(s) before leaving school.

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2. Take home all necessary materials to complete the assignment(s).
3. Schedule time for homework that is compatible with family and/or after-school activities.
4. Schedule time free of distractions.
5. Complete and return homework on time.
6. Confer with teacher(s) regarding homework concerns.

C. Parent Responsibilities

1. Provide encouragement and support; show interest in your child's work.
2. Assist students to develop good study habits by providing a comfortable, well-lit area free from distractions.
3. Evaluate your child's activities to be sure they have sufficient time to study and participate in family or other activities.
4. Schedule a regular time for homework completion.
5. Encourage students to complete their own homework, unless otherwise specified.
6. Confer with teachers regarding homework concerns.
7. Supervise the signing and returning of weekly or monthly homework forms, notes and schedules as required.
8. Acknowledge responsible homework habits and effort.

II. LENGTH OF TIME SPENT ON HOMEWORK ASSIGNMENTS

To be effective, homework should be directly related to classroom learning and appropriate for the individual student. It shall be neither punitive nor excessive and should recognize a student's home study time may need to be divided among several subjects. Lengths of assignments need to be planned to meet program goals and student capabilities.

The suggested average time length for specific grade levels are:

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- A. Primary grades (K-3) -- occasional assignments in grades K-1; an average of fifteen (15) minutes per day for grades 1 and 2 and an average for grade 3 of thirty (30) minutes per day (Monday through Thursday).
- B. Intermediate grades (4 - 6) -- an average of thirty to sixty (30 - 60) minutes per day (Monday through Thursday).
- C. Middle school grades (7 - 8) -- an average of sixty to ninety (60 - 90) minutes per day.
- D. High school grades (9 -12) -- an average of sixty to one hundreden twenty (60 - 120) minutes per day.

III. GUIDELINES FOR TEACHERS FOR IMPLEMENTATION OF HOMEWORK

- A. If homework is to have value, its purpose and relation to classroom learning must be clearly understood by the pupil.
- B. Work may be assigned to be completed outside of the student's school day to:
 - 1. Practice -- to help students to master specific skills which have been present in class;
 - 2. Preparation -- to help students gain the maximum benefits from future lessons;
 - 3. Extension -- to provide students with opportunities to transfer specific skills or concepts to new situations;
 - 4. Creativity -- to require students to integrate many skills and concepts in order to produce original responses; and
 - 5. To make up work missed during absences.
- C. Work designed to be completed outside the school day will be consistent with and directly related to the subject taught and not require additional instruction, although parents' interest and involvement may be appropriate.
- D. The amount of work assigned shall:
 - 1. Not be so burdensome as to preclude a student from taking part in normal family activities, e.g., participation in school holidays,

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attendance at evening church meetings, etc.

2. Be coordinated across disciplines so the total assigned work is within the established time lines and not overwhelming for the student.
 3. Take into account the age, ability, maturity, and individual needs of the student.
- E. The type and frequency of homework will be determined on the basis of individual student needs.
- F. Homework shall not be assigned as a disciplinary measure.
- G. Every homework assignment will be properly evaluated and returned to students in a timely manner.
- I. Homework will be constructed so the success rate is high. (Research indicates that the homework success rate should be near 80% correct.)

IV. SECURING PARENT INVOLVEMENT

Principals and teachers will inform parents of all responsibilities in the implementation of the homework procedures (see Attachment 1).

Implemented	06-25-87
Revised	07-25-96