

**FRANKFORT-SCHUYLER
CENTRAL SCHOOL**

**HOMEWORK
GUIDELINES**

Elementary Homework Guidelines

Rationale

Educating a child is a cooperative effort involving both the home and school. Homework is assigned on a regular basis and is considered a valuable part of the instructional program. Homework is designed to extend and reinforce classroom learning, encourage personal responsibility and independence, and develop good study habits. Students, teachers, and parents all have important roles to play in homework. Homework is most effective when all three do their part. Homework has many purposes, here are a few: Pre-teach, assess learning, practice skills, assist with rote memorization, process information, prepare for assessments, analyze and reflect, and provide feedback to students and parents. In order to ensure a common level of understanding between the home and school, the following time commitments are being provided as general guidelines.

General Guidelines

- ✦ Kindergarten - parent reading aloud to child - 15 minutes or more
- ✦ 1st grade - 10-20 minutes daily
- ✦ 2nd grade - 20-30 minutes daily
- ✦ 3rd grade - 20-30 minutes daily
- ✦ 4th grade - 30-45 minutes daily
- ✦ 5th grade - 30-45 minutes daily

These are average times and may vary because of individual abilities, study habits, and special projects. Daily reading may also be assigned for 15-30 minutes. Every consideration will be taken to avoid homework on weekends and during school vacations.

Parent Homework Responsibility

- ✦ provide an appropriate time and place for homework
- ✦ make school the number one priority during the academic year
- ✦ model a positive attitude
- ✦ provide support of your child's efforts
- ✦ know when to stop a child when he or she is struggling and exhausted
- ✦ communicate with your classroom teacher if your child is having difficulties or working longer than the time prescribed
- ✦ try to assist your child without doing the work for him or her

Student Homework Responsibility

- ✦ homework is your responsibility and is a priority
- ✦ do your best work: be neat, accurate, thorough, and submit work on time
- ✦ ask questions in class if you do not understand the homework assignment
- ✦ plan your time and organize materials
- ✦ use your agenda planner daily

Teacher Homework Responsibilities

- ✦ give clear concise directions and model all assignments in class
- ✦ assign work that meets the school's homework policy time guidelines and is grade-level appropriate
- ✦ reinforce previous (not new) learning
- ✦ keep accurate records and provide timely feedback to students

- ✦ be accepting of exceptional situations when homework cannot be completed

Middle School and High School Homework Guidelines

A guide for middle school teachers, students and parents

These guidelines were developed cooperatively by teachers, parents, students, and administrators. A sense of teamwork and shared mission made these guidelines possible, and will ensure their successful use.

Effective Homework Practice

The Homework Committee Team reviewed a variety of resources in an effort to design standards for effective homework practice.

Homework should be:

- ✦ part of the learning process
- ✦ developmentally appropriate
- ✦ clearly defined
- ✦ returned promptly with comments
- ✦ used to assess student understanding
- ✦ supported and valued by teachers, students, and parents

The following are recommended guidelines for homework amounts per night. The time necessary for homework completion differs from student to student. Teachers, students, and parents should work together to ensure that students are not regularly spending significantly more or less time completing their homework. There may be days when students have very little homework, and other days where they may have more.

The **general guidelines** for homework, per night, are as follows:

- ✦ 1 hour for sixth graders
- ✦ 1 hour for seventh graders
- ✦ 1 1/2 hours for eighth graders

9-12th Grades: 2 hours

Teacher Responsibilities

Design homework assignments that meet appropriate learning objectives such as:

- ✦ review of key instruction taught in class
- ✦ practice and/or reinforcement of new skills
- ✦ preparation for a new lesson
- ✦ application or synthesis of skills learned
- ✦ preparation for tests
- ✦ an assessment of student understanding

Communicate with students, parents and teachers

- ✦ provide homework expectations at beginning of school year
- ✦ explain how homework is weighted in the quarter grade
- ✦ clearly explain assignments orally and in writing
- ✦ use a consistent method of posting and explaining assignments so students record their assignments accurately
- ✦ monitor the time used by students to complete assignments and adjust as needed
- ✦ assess homework in a timely and informative manner so that students benefit from the feedback
- ✦ clearly identify the consequences for incomplete, missing, late, and substandard homework
- ✦ inform students and parents when homework is repeatedly incomplete, missing, late, and/or substandard
- ✦ inform the students and parents of the system for obtaining missed work
- ✦ make efforts to coordinate the completion of long-term projects, tests, etc. with team and special area teachers

Guide students in the development of skills

- ✦ teachers should instruct students in the use of skills such as outlining, graphic organizers, and reading for understanding
- ✦ students should be guided in how to break long-term assignments into smaller steps

Student Responsibilities

Students should

- ✦ understand the assignment prior to leaving the classroom
- ✦ write all assignments in an assignment notebook
- ✦ share the assignment notebook and all teacher communications with parents
- ✦ work with parents to create a positive study/work environment
- ✦ prioritize assignments
- ✦ complete long-term assignments in manageable steps
- ✦ learn from homework, rather than just rushing to finish it
- ✦ review class notes
- ✦ do their own work and never plagiarize
- ✦ ask for help from parents or teachers as needed
- ✦ find out what work has been missed due to absence
- ✦ make up missed work
- ✦ complete homework on time
- ✦ take pride in their work

Strategies for making up missed work

- ✦ ask the teacher what was missed
- ✦ seek extra help as needed
- ✦ call a "homework buddy"
- ✦ ask a classmate to collect notes and hand-outs
- ✦ when a student is absent for three or more days, contact the Counseling Center by 9:00 a.m. to collect missed work

Parent Responsibilities

Assure quality by providing appropriate levels of supervision

- ✦ check assignment notebook regularly
- ✦ help students prioritize assignments
- ✦ review work as it is completed

Maximize educational benefits

- ✦ emphasize the importance of homework when prioritizing activities
- ✦ encourage student independence in completing homework
- ✦ ask or answer questions that lead to understanding
- ✦ encourage thoroughness
- ✦ encourage regular attendance

Be active participants in communicating with the school

- ✦ contact teachers, counselors, or the principal by phone or email
- ✦ ask questions and seek information

Strategies

- ✦ assist with establishing a work environment conducive to learning
- ✦ provide the resources necessary to do the work
- ✦ assist with effective use of the assignment notebook
- ✦ encourage students to keep homework, assignment sheets, and notes organized
- ✦ assist in the development of time management skills
- ✦ make certain that missed assignments are completed
- ✦ when a student is absent for three or more days, contact the Guidance Office by 9:00 a.m. to collect missed work

Learning styles vary. All students should be encouraged to work independently, and the work should reflect the ability of the student. Some students may benefit from additional supervision.