

HOMEWORK / MAKEUP WORK

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

Homework assignments are to be specific and related to classroom objectives. The amount of homework assigned, its complexity and scope, and the grading should be related to the needs and abilities of the individual student.

The principal is responsible for the coordination of homework assignments at the school site so that the intent of all regulations for homework is met.

HOMEWORK FOR ELEMENTARY GRADES

1. Homework assignments in general should not exceed 10 to 25 minutes at the primary level and 20 to 60 minutes at the intermediate level.
2. Kindergarten homework assignments should stimulate students to talk often with their parents, and encourage parents to read to their children.
3. Homework assignments in grades 1-3 should promote the development of skills. They should also encourage family participation.
4. In grades 4-6 homework should continue to reinforce skill development and encourage family participation. Assignments should also 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.
5. Homework assignments should not require use of specialized materials at home such as encyclopedias, unless the school lends such materials to students.

HOMEWORK FOR GRADES 7-8

1. Students in these grades should be expected to spend an average of 60-90 minutes, four or five days per week.
2. Teachers of academic subjects should provide regular homework activities which promote the development of skills and provide students with the opportunity to grow academically.

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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 FOR GRADES 9-12

1. Homework assignments should require students to spend an average of ten hours per week on outside assignments. College preparatory students should expect to put in more than ten hours per week because of the need to earn good grades and the heavier academic load.
2. Homework assignments should emphasize independent research, special reading, and problem solving activities.
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.

GUIDELINES FOR TEACHERS

Working within District policies and regulations, teachers judge the amount and kind of homework to assign. They have the responsibility for helping students understand not just what is to be done, but why it is done and how it should be done. Students want to know what teachers think about homework. Corrections and comments on homework ought to be valuable teaching devices and should provide effective communication between teacher and student.

In assigning homework, the teacher should:

1. Give assignments during the class period, making sure that the materials to be covered and objectives have been fully explained;
2. Be sure that assignments are reasonable;
3. Use discretion in assigning make-up work after a student's illness absence;
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 homework assignments are evaluated, graded, and returned promptly;

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7. Do not give assignments that encourage copying or plagiarism; stress instead initiative and imagination;
8. Vary the type of homework assigned; and
9. Keep in mind the student's obligation to home, community, and other school-related activities.

GUIDELINES FOR PARENTS

In helping students with homework, parents should:

1. Show interest in the student's work;
2. Encourage the student and offer counsel, but insist that the student do his own work;
3. Help student become an independent reader; encourage use of public and school library;
4. Provide a suitable place for study, free from distraction and, if possible, reserved for the student alone;
5. Check to see that homework assignments are completed;
6. Assist in balancing school work with other activities;
7. Talk with teachers if assignments seem to be causing students continuing problems;
8. Share thoughts and ideas with students on many topics of mutual interest;
9. Encourage student to read newspaper daily and discuss current issues and events;
10. Keep in touch with the school program through calls, visits, and participation on school committees.

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GUIDELINES FOR STUDENTS

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

To do a good job in homework, the student should:

1. Listen carefully to all directions and explanations about the assignment;
2. Ask questions if the assignment is not clear;
3. Keep a notebook record of all assignments, including due dates and other specific requirements;
4. Begin assignments promptly and turn in assignments when they are due;
5. Have a definite time and place to study, free from interruptions and stocked with working materials;
6. Budget time wisely and maintain a schedule of study time;
7. Read textbook or literature assignment completely before attempting to answer questions or prepare for class discussions.
8. Make use of libraries, dictionaries, maps, and general reference materials as appropriate;
9. Strive for the best results rather than the minimum;
10. Take the initiative in making up work missed for any reason;
11. Study independently unless a group project has been assigned;
12. Do not copy another's work. The student should use his/her own words in all homework assignments.