

HOMEWORK/MAKEUP WORK**Homework: General**

Homework is a teacher-planned learning activity which takes place largely outside of 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 even the grading of homework 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 should not exceed one half hour at the primary level, and one hour at the intermediate level (4-6).
2. Kindergarten homework assignments should stimulate students to talk often with their parents/guardians, and encourage parents/guardians to read to their children.
3. Homework assignments in grades 1-3 should promote the development of skills. They should encourage family participation.
4. In grades 4-5 homework should continue to 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.
5. Homework assignments should not require use of specialized materials at home, such as encyclopedias, unless the school lends such materials to the students.

Homework for Grades 7-8

1. Students should be expected to spend an average of one and one half hours per day on homework, 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.
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)**Guidelines for Teachers**

Working within district policies and regulations, teachers judge the amount and kind of homework to assign. They have the responsibilities for helping students understand not just what is to be done, but why it is to be done and how it should be done. Realization that students want to know what teachers think about the homework done is also important. Corrections and comments on homework ought to be valuable teaching devices, and should be an effective communications means between teacher and student.

In assigning homework, teachers 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 absence because of 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 graded promptly and are returned to the student.
7. Remember that assignments which call for initiative and imagination not only discourage copying, but will, if the completed assignments are rewarded by the teacher for demonstrating initiative and imagination, give positive support for the continued development of student's creative abilities.
8. Vary the type of homework assigned.
9. Keep in mind the student's obligations to home, community, and other school and school-related activities.
10. Be available before school, during assigned conference periods and after school to assist students and parents/guardians.

HOMEWORK/MAKEUP WORK (continued)**Guidelines for Parents/Guardians**

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

In helping students with homework, parents/guardians should:

1. Show interest in the student's work.
2. Encourage the student and offer counsel, but insist that the student do his/her own work.
3. Provide a suitable place for study, free from distraction and, if possible, reserved for that student alone.
4. Check to see that the 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 to the student and the parent/guardian.
8. Keep in touch with the school program through calls, visits, and participation on school committees.

Guidelines for the Student

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

To do a good job in homework, students should:

1. Listen carefully to all directions and explanations about homework.
2. Ask questions if the assignment is not clear.

HOMEWORK/MAKEUP WORK (continued)

3. Keep a notebook record of all assignments, including due dates and other specific requirements.
4. Have a definite time and place for study free from interruptions, and stocked with working materials.
5. Budget time wisely and maintain a schedule of study time.
6. Begin assignments promptly and turn in assignments when they are due.
7. Make use of such aids as libraries, dictionary, maps, general reference materials, and the questioning of people who are authorities or are experienced 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. Study independently unless a group project has been assigned.
11. Refrain from copying other student's work. The student should use his/her own words in homework assignments.