

## **HOMEWORK/MAKEUP WORK**

### **Philosophy and Purpose of Homework**

The Governing Board believes that homework is an important part of the partnership between the school, teachers, parents, and students in working toward the success of each student in school.

Homework serves a valid purpose when it accomplishes any or all of the following objectives:

- Instills study habits and self-discipline necessary for success in school and life.
- Enriches school experiences by providing opportunities for students to practice, extend, prepare for, and respond creatively to material covered in class.
- Fosters initiative and the ability to work independently.
- Acquaints the parent/guardian with the school program.
- Fits the ability and interest of the student, providing a reasonable opportunity for success.
- Opens avenues of thought and enjoyment.
- Encourages reading daily (independently or being read to).
- Challenges students to find original solutions rather than repeat correct answers, communicating thought processes clearly and in an organized manner.

### **Elements of Effective Homework**

Homework should be

- Practice of skills already taught in the classroom
- Preparation for tests; study guides, notes, flashcards, etc..
- A balance across all subject areas to include reading daily
- Not dependent on parent assistance
- Not dependent on technology which students cannot access at home

**HOMEWORK/MAKEUP WORK** (continued)**Responsibilities**

The Board believes that homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. However, teachers and parents/guardians also share in the responsibility of helping the student be successful with homework.

**Student:**

To be successful with homework, students should:

- Listen carefully to all directions regarding homework.
- Ask questions if the assignment is not clear.
- Keep a notebook record of all assignments, including due dates and other specific requirements.
- Have a definite time and place for study, free from interruptions, and stocked with working materials.
- Budget time wisely and maintain a schedule of study time.
- Begin assignments promptly and turn them in when due.
- Use libraries, dictionaries, maps, and general reference materials, and learn appropriate ways to approach and question people who are knowledgeable in various fields.
- Strive for the best results, rather than the minimum.
- Take pride in neatness and completeness.
- Take the initiative in making up work missed for any reason.
- Study independently unless a group or family project is assigned.
- Refrain from copying other students' work. The student should use his/her own words in homework assignments.

**HOMEWORK/MAKEUP WORK** (continued)**Teachers:**

In assigning homework, teachers should:

- Clearly explain, during the class period, the objectives and materials to be covered in the assignment. Help students understand not just what is to be done but why and how it should be done.
- Be sure that assignments are reasonable and suggest appropriate study techniques.
- Use discretion in assigning make-up work after a student's absence because of illness or death in the family.
- Clearly define the homework policy, sending a copy home to parents/guardians and posting a copy in the classroom.
- Keep parents/guardians informed of what is being learned and how their children's homework helps to promote this learning. This includes notifying parents/guardians of work not being completed.
- Vary the type of homework assigned, sometimes designing assignments which require parental participation and feedback and which clearly explain the parent/guardian's role.
- Evaluate and grade completed homework assignments promptly and return them to the student with corrections and comments.
- Remember that assignments which call for initiative and imagination discourage copying.
- When the completed assignments are rewarded by the teacher for demonstrating initiative and imagination, such assignments also encourage continued development of students' creative abilities.
- Avoid giving assignments or increasing them as punishment.
- Coordinate assignments with other teachers so that students do not receive an overload of homework assignments one day and very little the next.
- Keep in mind the student's obligations to home, community, and other school and school-related activities.

**HOMEWORK/MAKEUP WORK** (continued)

- Be sure that specialized materials (such as encyclopedias or computers) are available to the student, if required for the assignment.
- Be available before school, during assigned conference periods, and after school to assist students and parents/guardians.

**Parents/Guardians:**

To help their children, parents/guardians should:

- Provide a suitable place for study, free from distraction (such as television or phone calls) and, if possible, reserved for that student alone.
- Encourage the student and offer counsel, but insist that the student do his/her own work.
- Participate eagerly in assignments which call for active parental involvement.
- Check to see that the homework assignments are completed.
- Express interest when their children talk about school.
- Assist in balancing school work with other activities.
- Talk with teachers if assignments seem to cause students continuing problems.
- Share ideas with their children on topics of common interest.
- Keep in touch with the school program through calls, visits, and participation on school committees.
- Insist upon the proper use and care of books and materials.

**Make-up Work:**

Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule.

Teachers may require a suspended student to complete any assignments and tests missed during suspension.

**HOMEWORK/MAKEUP WORK** (continued)

Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure.

**Time Guideline:**

The amount and difficulty of homework may increase with the majority of the pupils. The time demands should not prevent pupils from engaging in other activities such as family or personal pursuits. One student may be able to produce results from one hour of study which may differ greatly from another student's production. Therefore, the following time suggestions should be used only as a guide.

Kindergarten	Homework assignments should stimulate students to talk often with their parents/guardians
Grades 1-3	30 minutes, four nights per week
Grades 4-6	60 minutes, four to five nights per week
Grades 7-8	2 hours, four to five nights per week
Grades 9-12	Approximately 2 1/2 hours per week per academic class. More may be required of college preparatory students