

Homework Guidelines/Responsibilities

May 2006

Homework is defined as tasks assigned to students by teachers that are intended to be carried out during nonschool hours. Homework is not synonymous with seatwork. The purposes of homework are to practice newly taught skills, review previously mastered skills, develop independent study habits, or to extend and enrich the curriculum.

Students' responsibilities:

- Get the assignment and ask for help if the assignment is not clear.
- Include district paper-heading on all assignments.
- Copy all assignments into the assignment notebook (grades 3-8), carefully recording due dates and important information.
- Set a time each day to do homework.
- Check work and show the finished product to an adult.
- Maintain the highest quality of work on homework assignments.
- Take home all necessary resources, such as packets, textbooks, notes, and study guides.
- Bring the completed homework to school when it is due and turn it in.
- Be responsible for completing assignments when absent from school.
- Be responsible for taking care of and returning any borrowed materials.

Parents' responsibilities:

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Provide the time, structure, place, and tools needed to help the child organize and complete homework.
- Provide support, but do not do the assignment. Please provide a parent signature if requested on selected assignments/tests.
- Communicate often with the student and his/her teacher, giving feedback to the teacher when there is a homework concern. Every effort will be made to accommodate communication in languages other than English.
- Check that the child's assignments have been completed neatly and are of an acceptable quality.
- Notify the teacher/school at least 1 week in advance of a planned absence if homework is requested.
- Support the need for balance among the many learning activities besides homework in students' lives.

Teachers' responsibilities:

- Assign meaningful and purposeful homework, differentiated whenever applicable; **homework may only count up to a maximum of 10% of a student's final grade.**
- Establish objectives and guidelines for special projects, including any expectations for parent participation.
- Follow the following guidelines for the amount of time designated for homework, including special projects and independent reading assignments. Homework may be assigned Monday-Thursday and only occasionally on weekends and vacations. Independent reading is encouraged daily. Elementary and middle school teachers must communicate the coordination of assignments.

• Gr. K-1	Up to 20 minutes per night	• Gr. 2-3	Up to 40 minutes per night
• Gr. 4-5	Up to 60 minutes per night	• Gr. 6-8	Up to 80 minutes per night
- Communicate expectations to students.
- Post all assignments and provide time for students to record them.
- Teach study skills and provide models as appropriate throughout the school year.
- Review homework and return in a timely manner with corresponding feedback.
- Establish a system for recording and reporting homework. Formative assignments (nightly homework) are for practice and diagnosing reteaching requirements and should not be letter graded but be evaluated in terms of completion and general understanding of material. Summative assignments (e.g. quizzes, tests, projects, final copies) should be letter graded.
- Ensure that resources and materials required for homework projects are easily obtainable by students.
- Provide ways for parents to communicate with teachers about homework, e.g. e-mail, assignment notebook, or phone call.
- Notify parents early regarding homework problems and missing assignments.
- Assign long-term projects so that the completion time includes more than one weekend and not during a school vacation period.
- Homework should not be used as a behavioral/classroom management tool or as punishment.
- Late work provisions must be made to accommodate those legitimate occasions when an assignment is not completed.
- Support the need for balance among the many learning activities besides homework in students' lives.

Principals' responsibilities:

- Monitor and support the teachers in the implementation of homework guidelines.
- Facilitate communication between classroom and special area teachers concerning homework.
- Encourage teachers to use and support the purpose of homework as a tool to reinforce learning.
- Be aware of the assignment of major projects and their impact on students' overall educational program.
- Support the need for balance among the many learning activities besides homework in students' lives.
- Facilitate the communication process between the school and home and help maintain the parent/school partnership.