

ALICE TERRY ELEMENTARY

HOME OF THE PANDAS

Homework Policy

Definition: Homework is defined as tasks assigned to students by teachers that are meant to be carried out during non-school hours. It is intended to be a meaningful experience that prepares students for lessons, practices basic skills, and reinforces concepts taught in class.

Homework assignments are created based upon the intended purpose of the teacher.

Examples of elementary assignments include:

- Unfinished class work
- Daily Reading Log
- Drill and practice exercises (spelling and vocabulary words, math facts, and computation)
- Preparation for tests
- Research activities and reports
- Reading and writing assignments
- Data collection
- Hands on projects- mobiles, models, arts and crafts
- Extra credit activities

Time: Homework will increase gradually in amount, variety, and frequency as students progress from grade to grade. The following time allotment guide is recommended for students to devote to homework each night. Even when there is no worksheet to complete, students should always read or be read to following the suggested times below. It is important to note, these are suggested on task times:

<u>Level</u>	<u>Per Evening</u>
Kindergarten	15 minutes
1 st Grade	20 minutes
2 nd Grade	30 minutes

Daily homework assignments will generally be given Monday through Thursday. Homework will not be routinely assigned on weekends. Occasionally, weekend and vacation assignments may be necessary for continuity of learning. Students are encouraged to use the weekends and vacations for long-term assignments and daily reading. These guidelines are developed based upon the average student at each grade level. Individual abilities, study skills and time management practices will determine the length of time a student will actually spend on any given task.

Student success with homework depends upon the cooperative efforts of students, parents/guardians, teachers, and administrators.

Student Responsibilities

1. Use the homework folder to keep a record of all assignments, tests, and other responsibilities. Collect the necessary materials needed to complete the assignments.
2. Ask questions and seek help from the teachers if confused about the assignment or any part of the work.

3. Be responsible for completing and returning all assignments on time to the teacher. This includes making up homework when absent. Follow all expected standards of quality concerning heading, neatness, content, and directions.
4. Budget time wisely and share time plans with parents/guardians, especially on long range assignments.
5. Study in a quiet place with few interruptions and distractions that limit focus.

Parent/Guardian Responsibilities

1. Assist children in setting up a regularly scheduled homework time at a reasonable hour each day. See that he/she meets that daily commitment. Allow sufficient time for homework even though children may be involved in family and community activities (sports, scouts, dance, arts, etc.)
2. Check the homework folder daily and encourage completion of all homework. Please remember the homework is the child's responsibility. Parents should not do the work for the children but should encourage accountability and monitor student efforts to show support. This applies to daily and long-range assignments and projects.
3. Encourage children to have an organized approach to homework by providing all needed materials.
4. If a problem arises over homework time, difficulty or completion due to extenuating circumstances, contact the child's teacher.

Teacher Responsibilities

1. Be sure all assignments are created with a clear purpose that supports the learning objective(s). All assignments should be posted clearly with learning target(s).
2. Coordinate assignments and tests with other teachers to avoid student overload.
3. Modify/Differentiate assignments to meet student needs as necessary.
4. Prepare students to do the assignments (explain all tasks and directions).
5. Give meaningful homework and provide students with prompt feedback on their assignments.
6. Consider participation in school-wide events, community activities, religious holidays, etc. when giving assignments.
7. Inform parents/guardians in writing of long-term assignments and expected timelines for completion.
8. Teach and encourage students to use a homework folder and check it regularly to ensure effective use.
9. If a problem arises over homework quality or completion, contact parents/guardians by making a telephone call or sending an email.
10. Set up a system for addressing late or incomplete assignments and communicate it clearly in written form to students and parents/guardians at the beginning of the school year. The practice of keeping children in from recess on a repetitive basis should be avoided. When necessary, other solutions should be sought.

Administrator Responsibilities

1. To assist in the dissemination and implementation of the Elementary Homework Guidelines to all teachers, parents, guardians, and students.
2. To help to explain, clarify, and interpret all parts of the guidelines and to assist in the mediation of disputes regarding homework practices.

As always, if you have any questions, please do not hesitate to call, e-mail, or stop by. Thank you for all your support! It's going to be a great year for our Pandas!

Sincerely,
Diego J. Romero, Ed.S.
Principal, Alice Terry Elementary

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