



HIGH SCHOOL
HOMEWORK

C14.00
Adopted
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PROCEDURE

Introduction

Homework assignments will be made by high school teachers to complete, supplement, and enrich the regular class work, to provide review and maintenance of a particular skill or concept, or to culminate a unit of study.

In completing homework, students will be responsible for spending an appropriate amount of time and effort commensurate with their ability and achievement level.

Parents are encouraged to provide support and show interest in the student's home studies.

Procedures

Each school will implement homework standards and procedures. Consistent with District guidelines. Which will be explained to faculty and students at the beginning of each semester.

1. School/Staff Responsibilities Administration - It is the responsibility of the building Level administrator to:
 - A. Implement the District homework policy.
 - B. Disseminate the policy guidelines to teachers, students and parents or guardians.
 - C. Include each teacher's compliance with homework guidelines as part of the evaluative procedures.
 - D. Attempt to offer in-service courses that can assist the teacher to improve homework assignments.
 - E. Where feasible, provide a supervised. Quiet study area for the completion of homework assignments after school or during unscheduled time.
 - F. File individual building homework policy implementation plans with the administrative supervisor.



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2. School/Staff Responsibilities Teacher - A normal homework assignment is intended to accomplish course goals outside the classroom without immediate teacher supervision. The term "homework" does not include make-up assignments, remedial work which requires expert instruction and supervision, or extra credit. Homework can refine skills, promote mastery, prepare for examinations, and assist understanding of units of study.

Homework provides a framework of knowledge and processes which enables the student to progress beyond the constraints of the class hour. It offers the student the opportunity to apply learning on an individual basis and to develop self-discipline and a positive attitude toward education.

It is the responsibility of the teacher to:

- A. Assign homework on a regular basis.
- B. Clearly define work assigned to be completed at home, insure that each student understands what is to be accomplished, the form in which the assignment is to be completed, what materials are required to complete the assignment and the date and time for the completion of the assignment.
- C. Where needed, or advisable, give instructions to parents or guardians explaining how they may help the student complete the homework assignment.
- D. Homework will be considered a part of the total learning process and as such will be collected and graded in light of lesson objective to be accomplished.
- E. Explain to the students what percentage homework assignments will contribute toward the course grade.
- F. Inform students and parents or guardians, prior to enrollment, of the increased homework demands of honors and advanced placement courses.
- G. Where possible, give students a course syllabus or examples of homework assignments for honors or advanced placement courses so they can make an informed judgment on the nature and extent of the commitment they must make to these demanding courses of study.
- H. Verify that students have been properly instructed in the use of reference materials prior to assignments that require the use of such materials.



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- I. Assign homework that requires the use of materials that are readily available in Most school or public libraries.
- J. Provide instruction in research techniques if they must be used to complete homework assignments.
- K. Where possible, assign homework in advance to allow students to schedule their time responsibly.
- I. Avoid routine assignments over holiday and vacation periods.
- M. Give special consideration to limiting weekend assignments.
- N. Expect that students will spend, on the average, two hours per night on homework and study.
- O. Communicate with each other in order that students not become overloaded with homework. Communication may be through curriculum department meetings, instructional council, inter-department meetings, individual teachers, or other effective means of communicating and monitoring the potential homework overload for students. Flexibility is important when teachers become aware of the overload problem.

No teacher should fail to assign needed homework when, in their judgment, homework is required to accomplish academic goals and objectives. Homework should not be used as a punitive measure, nor be assigned as "busywork."

3. Parent responsibilities - The District believes that a student's success in school depends, to a great extent, on parental encouragement and support.

It is encouraging to the student if a parent or guardian shows an interest in his or her work, and is available to give a positive comment or suggestion.

It is the responsibility of the parent or guardian to:

- A. Expect students to spend two hours per night on homework and study.
- B. Help to establish a regular format for learning at home.
- C. Assist students to develop good study habits by providing a comfortable, well-lit area away from television and other distractions.



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- D. Encourage students to set a regular time for studying.
 - E. Direct the students through the assignment, and support him or her, allowing the Student to complete the problem.
 - F. Expect the student to keep an up-to-date assignment sheet for each class which can be reviewed at home.
 - G. Monitor television watching and evaluate outside activities to be sure that the student has sufficient study time.
 - H. Ask that time be used for reading when no homework assignments have been given.
 - I. Confer with teachers regarding homework overloads.
4. Student Responsibilities - Students must expect homework in academic classes and understand that success in school is their primary responsibility. Students should recognize that it is the teacher's responsibility to assign homework, and that they have the authority to determine the type and extent of the assignment. Homework will conform to district guidelines.

Homework in honors and advanced placement classes will be more extensive than regular courses.

It is the responsibility of the student to:

- A. Expect to spend two hours per night on homework and study.
- B. Keep an up-to-date assignment/record sheet for homework and other assignments.
- C. Clarify any instructions not understood.
- D. Record homework assignments and due dates.
- E. Turn in homework on the assigned date.
- F. Complete homework in proper form, clearly identified (name, date, class), legibly written, and grammatically correct.



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- G. Arrange a proper study area, either at home or in school, and manage time to accomplish homework assignments.
- H. Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, etc.)
- I. Confer with teachers regarding homework overloads.