



ELEMENTARY SCHOOL
HOMEWORK

C12.00
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PROCEDURE

Identification

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Homework is a worthwhile use of time outside regular school hours to practice, maintain, complete, make up, or enrich classroom activities. It is also meant to help develop independent study habits and appreciation for the value of learning.

It is the policy of the Seattle School District that homework is required for all elementary students. Homework standards and procedures will be established and administered within each school building. Such homework standards and procedures will be developed by a committee of representatives from the building administration, teachers, and parents.

Procedures

In order to insure uniformity, fairness, and flexibility, the following guidelines will be followed when formulating individual building homework standards and procedures. When developing a building plan, it is necessary to be sensitive to the needs of individuals and programs.

Homework in the elementary grades will emphasize practice in basic skills previously taught by the teacher, make-up work following absences from school, remedial activities, and enrichment that extends classroom learning and student interests.

Homework will be planned by the teacher so that pupils *may* work successfully at home, with a minimum of direct parental assistance, unless prior agreement with the parent or guardian has been reached.

Homework will be assigned according to the age, maturity level, individual needs, and interests of the students.

Routine assignments should be avoided over holiday and vacation periods.

Homework will not be used as a disciplinary measure.

1. School/staff responsibilities - it is the responsibility of each school to develop and Communicate to parents the building homework plan as follows:



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- A. staff and parents or guardians will develop a total school homework plan within District policy guidelines.
- B. The administrator will communicate the district policy and individual school plan to parents or guardians.
- C. Teachers will provide written communication to parents or guardians regarding classroom homework expectations.
- D. Teachers will be responsible for scheduling daily, weekly, and/or long-term homework assignments which will be coordinated to avoid unreasonable homework loads. A range of time allows teachers flexibility in assigning homework. The following minimum/maximum minutes for homework are per student, not per subject:
 - (1) Grades K-2 - 5-10 minutes/day or 20-40 minutes/week
 - (2) Grades 3-4 - 10-20 minutes/day or 40-80 minutes/week
 - (3) Grades 5-6 - 20-40 minutes/day or 80-160 minutes/week

With the approval of the appropriate administrative supervisor, schools may exceed the maximum minutes for homework.

- E. Homework will be considered as a part of the total learning process and will be monitored (specific feedback, check in, graded, etc.) in light of lesson objective to be accomplished. It will be corrected and returned within a week of the assignment deadline. Long-term assignments will be corrected and returned within a specified time as designated by the teacher.
 - F. No teacher should fail to assign needed homework when, in their judgment, homework is required to accomplish academic goals and objectives.
2. Parent Responsibilities - It is the belief of the Seattle School District that parent involvement in homework, and parent support of a homework plan is beneficial to a child's academic growth and achievement. The following are considered parent or guardian responsibilities:
- A. Read and discuss the classroom homework plan with your child.



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- B. Provide necessary assistance and a positive, supportive attitude for completing assigned tasks according to instructions from the teacher.
 - C. Provide an appropriate time and environment for study and learning.
 - D. Develop a routine to ensure that:
 - (1) All required assignments, books, and materials are brought home.
 - (2) All assignments are completed and returned to school on time.
 - (3) The student has an organized means of keeping and carrying homework.
 - E. Promptly communicate any concerns or questions regarding homework assignments to your child's teacher.
3. Student Responsibilities - In order to foster independent study habits, students are responsible for following these guidelines:
- A. Make sure you understand the homework assignment(s) before leaving school.
 - B. Take home all necessary homework and materials you need to complete your assignment(s).
 - C. Have an organized means of keeping and carrying homework to and from school.
 - D. Arrange with parent or guardian for a place to work.
 - E. Schedule time for homework that is compatible with family and/or after school activities.
 - F. Do your homework with a minimum of parental help.
 - G. Do homework assignments as carefully and as neatly as in-school work.
 - H. Complete homework on time.
 - I. Budget your time for long-term projects.