

SOUTHERN ELEMENTARY HOMEWORK, LATE WORK, & MAKE-UP WORK POLICY



This policy is intended to guide all staff members, parents, and students and to establish responsibilities and guidelines for standards for the assignment, evaluation, and monitoring of homework practices.

The policy does not apply to students receiving homebound instruction or whose Individualized Education Plans require that homework be addressed in a different way.

It should be recognized that not all homework should take the form of worksheets. Some homework may involve students and families taking part in creative activities in the home. This will ensure that the learning process is not being limited to just the typical school setting, but is being extended to real world experiences.

Homework will be used to increase students' opportunities to learn. It is intended to provide added opportunity to practice skills, engage information, and explore topics using varied learning styles and interests. Homework assignments may include:

- Development of reading fluency and comprehension
- Practice of math fluency and computation skills
- Studying for quizzes, tests, and/or exams
- Completion of daily classroom assignments
- Completion of all work following an absence
- Enrichment or reinforcement for concepts being taught

Amounts of homework as assigned will not exceed the guidelines below:

- K – 1st: 20 minutes
- 2nd: 30 minutes
- 3rd: 40 minutes
- 4th: 50 minutes
- 5th: 60 minutes

Since children work at different rates, these amounts may vary. Individual adaptations for students who are consistently requiring more time to complete assignments can be made by the teacher. Parents are encouraged to communicate with their children's teacher homework concerns.

ALL TEACHERS WILL:

1. In an age-appropriate manner, make sure that students understand this policy.
2. Inform parent/guardian and students, in writing, of their homework expectations, including consequences for not returning homework.
3. Provide students with clear directions and developmentally appropriate assignments to demonstrate learning.
4. Discuss concerns with parents/guardians if a child's work is unacceptable or incomplete when necessary.
5. Allow for student choice in homework assignments whenever possible.
6. Ensure homework assignments are relevant to classroom instruction.
7. Assign appropriate amounts of homework based on grade level guidelines.

8. Return collected homework in a timely manner and provide instructional follow-up and feedback that focuses on content and performance standards.
9. Make a good faith effort to ensure that students understand and can explain ~~not only~~ homework directions, the purpose of any given homework assignment, ~~as well as~~, and how it relates to what they are learning in class.
10. Keep accurate records of homework assignments.

PRINCIPAL RESPONSIBILITIES

The principal will ensure that:

1. All teachers, parents, and students receive a copy of this policy at the beginning of each year.
2. Ensure that homework is not used as a punishment or reward.

STUDENT RESPONSIBILITIES

Students are responsible for completing and returning in their homework and, with support from their parents, will be encouraged to:

1. Write down assignments and due dates when requested by the teacher, ask questions, and select necessary books and supplies before leaving school.
2. Plan the best time to complete work.
3. Complete work so that it is neat and legible.

PARENT RESPONSIBILITIES

Parents will be urged to actively involve themselves with their children's schoolwork by doing the following:

1. Support students by setting up a quiet place to complete homework.
2. Showing interest with questions about and comments on the schoolwork children bring home.
3. Encourage their child to be responsible for completing and returning work on time.
4. Assisting their child with time management.
5. Encouraging children to do their best work and praising a job well done including rewarding children in appropriate ways for completed work.
6. Staying in close communication with teachers regarding homework assignments.

LATE WORK

1. The Southern Elementary staff is committed to helping all children succeed. Late and/or incomplete work adversely affects the success of the student academically as well as socially. Working as a team, we want to ensure the success of each child by enabling him or her to complete the required curriculum with satisfactory grades.
2. Any homework or classwork that is not completed or turned in at the time specified by the teacher is considered late. Students who have a late assignment may have a consequence as a result.

MAKE-UP WORK

1. **Absence due to illness:** Fayette County Board policy reads that a student has the number of days absent plus one day to turn in missed work due to illness or any other excused absence.
2. **Requests for missed work due to illness:** Missed school work will be given to the student when he/she returns to school after the illness. This provides an opportunity for the teacher to provide explicit instructions on how to complete the work.

3. **Make-up work from absences other than excused absences:** Teachers are not required to prepare work before a known absence such as a family vacation or sports competition. A student will receive make-up work when he/she returns to school. The student will have the number of days absent plus one day to turn in missed assignments.
4. Extenuating circumstances will be decided on a case-by-case basis by the teacher and principal (or designee).

POLICY EVALUATION

We will evaluate the effectiveness of this Homework Policy through our School Improvement Planning Process.

Date Reviewed or Revised: June 27, 2016

Date Reviewed or Revised: _____