

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

130-AR. HOMEWORK ROLES

The role of homework as a link between home and school is a vital one. Homework assignments can serve as a means for providing a bond of common effort among parent/guardian, student and teacher. Therefore, it is essential that every effort be made to ensure that assignments are a necessary and useful educational activity.

Role Of The Superintendent

As the district's educational leader, the Superintendent will:

1. Monitor implementation of the Board's homework policy and adherence to administrative regulations.
2. Conduct periodic re-evaluations of the policy and administrative regulations to ensure their effectiveness and appropriateness.

Role Of The Principal

As the school's instructional leader, the principal has a continuing role in policy implementation. The principal will:

1. Communicate the homework policy and administrative regulations to staff, parents/guardians and students.
2. Organize inservice training for building staff as a part of the policy implementation.
3. Ensure that the staff complies with the homework policy and administrative regulations, coordinates the amount of homework and the schedule for assignments among teachers, and plans reasonable assignments of homework.
4. Evaluate and monitor the implementation of homework assignments.
5. Arrange parent/guardian conferences for individual students who exhibit serious difficulty in completing assigned homework.

Role Of The Teacher

It is the classroom teacher's responsibility to make assignments meaningful to the individual student. Each teacher will:

1. Present all assignments clearly and concisely and state the format to be followed, standards for acceptance, and due date.
2. Provide assignments that vary in quantity and degree of difficulty commensurate with a student's ability and grade level.
3. Provide long-term assignments on a daily basis to reinforce specific skills.
4. Provide long and short-term assignments to encourage students to use study time wisely and efficiently.
5. Ensure that assignments are relevant to in-class activities and free of unnecessary repetition.
6. Provide opportunities for student research to enhance introduction of a new topic or project.
7. Provide assignments that permit students to demonstrate comprehension through the use of multi-media.
8. Provide opportunities, where applicable, for students to do reports, research papers or research projects that require citing multiple sources.
9. Assign work based on the availability of materials needed to complete a given assignment.
10. Consider assignments as internal parts of a student's educational program and a part of his/her grades.
11. Notify parents/guardians if a student's assignments are habitually incomplete or unsatisfactory.
12. Ensure that homework assignments serve a sound educational purpose. Homework is not intended to be punishment or busy work.
13. Motivate students to complete homework assignments correctly and carefully.
14. Plan some assignments that encourage interdisciplinary learning, emphasizing creativity and critical thinking.
15. Assist students who have missed assignments or cannot complete homework.
16. Coordinate with other staff the amount of and schedules for homework assignments.

Role Of The Student

The student, when preparing an assignment, will:

1. Be familiar with and understand the homework policy and administrative regulations.
2. Develop good work and study habits.
3. Learn to budget time and plan for study time to complete homework assignments.
4. Monitor homework logs.
5. Complete homework assignments to the best of his/her ability, with a minimum of help.
6. Be responsible for obtaining and completing assignments when absent from school.
7. Make sure the assignment is understood and request help when needed.
8. Develop a sense of responsibility, self-reliance, self-direction, self-discipline, imagination and creativity.

Role Of The Parents/Guardians

Parents/Guardians can encourage their children by showing interest in and displaying positive attitudes toward homework. The parents/guardians will:

1. Help their child set a regular homework time each day and remain with that commitment. Free the child of other responsibilities at that time.
2. Provide a place to work and study that is quiet, properly lighted and equipped with necessary basic materials.
3. Demonstrate interest in their child's homework by encouraging him/her to do quality work and complete the assignments.
4. Review homework to be informed about their child's academic progress and ability to complete the work assigned.
5. Encourage their child to complete assignments independently.
6. Contact the teacher if a child has trouble with a homework assignment and cannot complete it.
7. Be familiar with the homework policy and administrative regulations. Know when homework is assigned and how much time is expected to be spent on the assignment.
8. Provide feedback to teachers regarding homework and a child's time, difficulty and progress.