

A GUIDE TO HOMEWORK
in the
Quincy Public Schools

Introduction

The Rules and Regulations of the Quincy School Committee

"The term homework refers to assignments which will achieve their purpose when prepared during an independent study or at home.

The purpose of homework is to improve the learning process, to aid in the mastery of skills, and to stimulate interest on the part of the student. The amount of homework considered reasonable varies with the age and grade of the student.

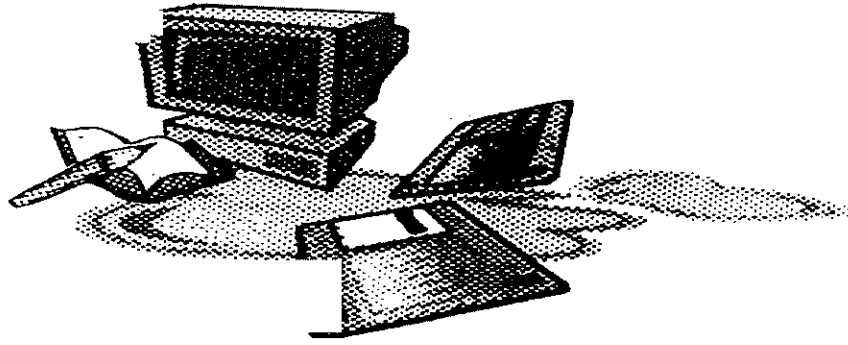
It is the position of the Quincy Public Schools that homework is assigned consistent with the purpose, criteria, and guidelines outlined in this publication."

Purpose of Homework

Homework assignments are based on the skills and concepts the learner needs to review, practice, apply, and expand. National research findings indicate that at every grade level there is a significant positive correlation between certain factors related to homework and success in the academic areas. The factors include the amount of time students spend on homework, a positive attitude toward homework, and commitment to high quality standards.

Students learn to value the importance of homework during the primary grade years. The support and guidance provided by the parent is the key to the student's attitude toward homework, commitment to deadlines, and quality of product. Communication among students, parents, and the classroom teacher is essential to success in completing high quality homework assignments. The Quincy Public Schools staff design homework assignments that will support the learning process and will provide opportunities to:

- practice, apply, and strengthen concepts introduced in the classroom.
- expand class assignments.
- complete short and long term projects.
- participate in research activities to collect and interpret data using both traditional and technological skills.
- develop efficient work habits.
- develop a productive work ethic.
- prepare for further classroom or group activities.
- assist in achieving command of basic skills and processes.
- provide additional opportunities for enrichment.
- stimulate interest in the topic and the process of study itself.
- assist students in completing work missed due to prolonged absence.
- prepare for examinations.
- apply self-assessment strategies.
- develop independent study skills.



Criteria for Homework

All home assignments are designed according to guidelines developed to support the learner.

Assignments must be:

1. clear to the learner.
2. related to classroom learning experiences.
3. designed to be completed within a reasonable amount of time.
4. issued with deadlines established.
5. designed to be completed by the individual unless specifically identified as a group project.
6. promptly evaluated by the teacher who notifies students of the results.
7. accompanied by related/required backup materials and proper references.

Value of Homework

Homework provides opportunities for the student at all grade levels to:

1. apply new skills and concepts.
2. gain new insights.
3. solve problems independently.
4. improve skills.
5. develop effective study habits and skills.
6. apply the skill of organization to:
 - meet deadlines.
 - schedule and budget time.
 - identify resources needed.
 - review notes and outlines.
 - complete research.
 - finalize drafts of papers and reports.
 - develop initiative, responsibility, and self-direction.
7. gain confidence in preparing for active class participation.
8. gain confidence in preparing for tests.



Role of the Parent

The role of the parent or guardian is key in **developing the student's commitment to success** in school. The specific role of the parent or guardian is-complex and highly dependent on the individual student's age and motivation.

A significant factor in school success is the active role and involvement of the parent that:

1. shows an interest in school and school activities.
2. provides time for discussion of the school day and homework assignments.
3. provides a proper place for study.
4. helps other members of the family adjust their activities so that they will not interfere with the student while he/she is engaged in homework.
5. ask questions to determine if the student understands the assignment.
6. gives guidance, encouragement, and help when needed.
7. assists the student if he/she seems to have difficulty with assignments.
8. finds out why he/she is devoting too little or too much time to homework.
9. supervises and guides rest, nutrition, and exercise.
10. knows the school's homework policy.
11. helps the student budget time to minimize interruptions.
12. helps the student in the process of finding an answer if he she is frustrated.
13. contacts teachers about problems related to home assignments.
14. evaluates the work completed in terms of quality and legibility.
15. assists with practice of skill work or memorization.

Quantity of Homework

The time required to complete homework varies with each individual. Factors impacting the time needed include:

- grade level.
- aim of the assignment.
- needs of student.
- attitude and interest toward assignments.
- competence in study skills.

Homework activities are planned to meet individual needs, interests, and strengths of the students. Students vary in skill and motivation from one unit of work to another and may spend more or less time than the guidelines state.

The amount of time and difficulty of homework scheduled is increased as the student progresses through the grades.

The following guidelines are used by the teachers of the Quincy Public Schools.

Time Guidelines by Grade Level

<u>Grade Level</u>	<u>Time</u>
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Kindergarten	Based on teacher and parent judgement of the student's needs. Some examples include:
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- reading aloud to the child approximately 10 minutes each day.
- discussing the school day.
- planning involvement in projects initiated at school or home.
- encouraging "reading" picture books, signs, and labels.

Grades One-Three	15 to 30 minutes, Monday through Thursday (see schedule below).
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- Formal homework is to be started as an expectation of the student's educational program. The emphasis is on reading, mathematics, and writing.

Grade One 15 minutes

Grade Two 20 minutes

Grade Three 30 minutes

Parents are asked to:

- visit local libraries, museums, and parks with their children.
- have their child read aloud 3-4 times per week. _.
- read aloud to their child 2-3 times per week.
- encourage and model reading for pleasure and information.
- provide assistance in the memorization of basic mathematics facts (addition and subtraction facts in grades 1-2 and multiplication and division facts in grades 3-4)
- be certain the child has an active library card.

Grade Level Time

Grade Four 30-45 minutes, Monday through Thursday.

- Homework is to be expected as part of the student's educational program.
- Homework emphasis is on reading, mathematics, language arts, science, and social studies.
- Additional assignments are given which will assist the student to learn and develop initiative and responsibility.

Parents are asked to continue to:

- encourage reading for pleasure and information.
- provide assistance in the memorization of all basic mathematics facts (multiplication and division facts mastered by grade 4).
- be certain that the child has an active library card.

Grade Five 45 to 60 minutes per night : Monday through Thursday.

- Homework is a well-established part of the student's educational program.
- Homework consists of focused assignments that support the review and preparation for specific academic and classroom subjects.
- Homework provides opportunities for research, projects, and application of skills and concepts.

Parents are asked to continue to:

- encourage reading for pleasure and information.
- continue to monitor that the child has an active library card.
- monitor the child's memorization and fluency of the basic addition, subtraction, multiplication, and division facts.

Grade Level Time

Grade Six **15-20 minutes per subject per night.**

- Homework is a well-established part of the student's educational program.
- Homework consists of focused assignments that support the review and preparation for specific academic and classroom subjects.
- Homework provides opportunities for further research and application of concepts.
- Assignments are posted by all middle school students in their *Agenda Book*.

Parents are asked to continue to:

- assist in the mastery of mathematics and scientific vocabulary and basic facts.
- monitor the child's life-time reading habits through the amount of time spent on reading for pleasure and information.

Grade Seven **20-25 minutes per subject per night.**

- Homework is a well-established part of the students educational program.
- Homework consists of focused assignments. review and preparation of specific academic and classroom subjects.
- Homework provides opportunities for further research and application of concepts.
- assignments are posted by all middle school students in *their Agenda Book*.

Parents are asked to continue to:

- assist in the mastery of mathematics and scientific vocabulary and basic facts.
- monitor the child's life-time reading habits through the amount of time spent on reading for pleasure and information.

Grade Level Time

Grade Eight 25-30 minutes per subject per night.

- Homework is a well-established part of the student's educational program.
- Homework consists of assignments to support the review and preparation for specific academic and classroom subjects.
- Homework provides opportunities for further research and application of concepts.
- Assignments are posted daily by all middle school students in their *Agenda Book*.

Parents are asked to continue to:

- assist in the mastery of mathematics and scientific vocabulary and basic facts.
- monitor the child's life-time reading habits through the amount of time spent on reading for pleasure and information.

Grades Nine - Twelve Three to four hours per night.

- Homework is a well-established part of the student's educational program.
- Homework consists of focused assignments that support the review and preparation of specific academic and classroom subjects.
- Homework provides opportunities for further research.

Parents are asked to continue to:

- assist in the mastery of mathematics and scientific vocabulary.
- monitor the students life-time reading habits through the amount of time spent on reading for pleasure and information.

STUDY PLANS

Assignments in text and content materials require students to apply a plan of action to master the content contained in the material. An effective-study plan is SQ3R. This formula is the basis for any program found in schools.

- Survey
- Question
- Read
- Recite, and
- Review

The student:

1. surveys the material using headings, content outlines, illustrations, charts, maps, and graphs.
2. develops questions to answer before reading.
3. reads the material for answers to the questions
4. uses the answers to questions to confirm information.
5. reviews the materials.

A successful plan for study must depend on the student's ability to:

- find the information.
- organize the information. interpret the information.
- evaluate the information.

Other plans for study may include mapping out ideas to be developed, outlining. notes. writing drafts of final papers. research, or practicing class presentations.

Using technology available at the public library or in the home is another source of information for students. Clearly, guidelines should be developed in the home for the appropriate use of technology sources available in the home.

Conclusion

Parents are the first and most important teachers of their children. As children begin their school years the attitudes of the parent toward learning helps shape the student's school career. The partnership between home and school begins in kindergarten and continues through high school. High quality homework is an important key to success in learning. The support of the home in monitoring assignments is **the most critical factor in the completion and quality of assignments.**