

K-6 Homework Guidelines

Kindergarten

- ⇒ Complete assignments and read every day. Shared reading time with a parent and/or "independent" reading time for 15 minutes every night is helpful.
- ⇒ Talk with your child about his/her day in school and your day at work. Communication is essential in making connections between school, home and work.
- ⇒ Review and reinforce concepts and skills being taught at school. Ask your child to "teach" you what was learned during the day.

Grade 1

- ⇒ Complete assignments and read every day. Shared reading time with a parent and/or "independent" reading time for 15 minutes every night is helpful.
- ⇒ Talk with your child about his/her day in school and your day at work. Communication is essential in making connections between school, home and work.
- ⇒ Review and reinforce concepts and skills being taught at school. Ask your child to "teach" you what was learned during the day.
- ⇒ Each day encourage your child to write about the school day. Talk about the sounds needed for the unknown words. When necessary, answer your child's questions, but also encourage independent writing. Remember, this should be a fun activity.

Grades 2 and 3

- ⇒ Complete assignments and read every day. Fifteen minutes of shared reading time with a parent is still important, but allow more time for independent reading.
- ⇒ Continue to encourage your child to write daily. Although students are still working on writing mechanics and spelling, it is important to encourage independent writing.
- ⇒ Review and reinforce concepts and skills being taught at school.

Grades 4-6

Short-term assignments may include:

- ⇒ Worksheets, reading and questions from the text or other daily assignments.
- ⇒ Reading for approximately 30 minutes each day for personal enjoyment.
- ⇒ Reviewing and reinforcing concepts and skills being taught at school.

- ⇒ Discussion of current events found in the newspapers, on the television, or in news magazines.

Grades K-6

Long-term assignments may include:

- ⇒ Book reports presented in a variety of written, artistic and dramatic formats.
- ⇒ Research projects for all content areas that will involve reading and writing for information and presentation.
- ⇒ Studying for tests and quizzes. In order to prepare, encourage your child to review and reread notes and assignments daily.

Successful Homework Tips

Talk to the Teachers

Find out what the teachers' expectations are for homework. Some teachers assign homework only for specific lessons. Ask each teacher how much time homework should usually take. Ask how involved you should be in the assignments.

Too Much Help

You can play a key role in making sure your children finish their homework and turn it in on time. But many teachers want students to do their homework mostly on their own. If your children are having serious trouble, contact the teachers who can tell you how much help you can give or what other help your children may need.

Set a Family Homework Time

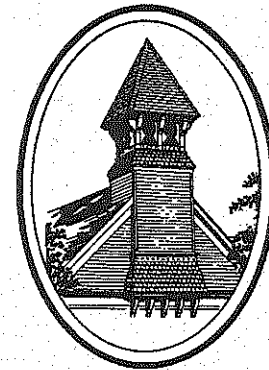
Children may think that it's unfair that they have to do homework when other family members are watching TV or relaxing. Try setting a time when everyone is working together. While the children do their homework, parents can work on projects for the home or for their jobs.

Build Time Management Skills

To avoid last-minute rushing, many children need help setting priorities. Set up a chart of their assignments. Help them decide which ones are harder, so they can choose which should come first. Allow for breaks, especially for younger children. For longer assignments, try using checklists to guide your children through project steps. (2005, *Brownstone Publishers, Inc.*)

Timeliness

As a child progresses in school, increased emphasis is placed on homework being submitted on the specified date. Late or missing homework may seriously affect your child's grades.



Homework Policy & Guidelines Grades K-6

**WEST MILFORD TOWNSHIP
PUBLIC SCHOOLS**

"A Special Place for Students"

Homework Policy

Superintendent's Message

Homework is a significant aspect of the total school experience, as well as an integral part of the learning process. Although homework has traditionally been a regular part of the school program in West Milford, we feel it is important to reaffirm the practices within this area. This important teaching/learning component must be characterized by a mutual understanding between the home and the school. We recognize the importance of working with you as we strive to meet the educational needs of our students. It is for this reason that the West Milford Public Schools' Homework Guidelines are being presented to you in this brochure, and we thank you for your continuing support and assistance with your child's homework.

Bernice Colefield, Superintendent of Schools

Board Policy

We believe that education is a continuous, lifelong process and that daily education does not begin and end with the opening and closing of the schools. A close working relationship between home and school is necessary if all students are to achieve their fullest academic potential. In keeping with this belief, it is the policy of the Board of Education that the assignment of meaningful, productive homework for pupils in the elementary and secondary schools is a necessary part of the total educational process. (*West Milford Board of Education Policy Code No. 6154*)

General Homework Information

Homework, whether a daily, short-term or long-term assignment, is a vital part of all students' education. It is a means of continuing home-school communication about student progress. Homework:

- ⇒ Enriches and extends learning in the classroom by reinforcing the knowledge, skills, and concepts introduced by the teacher.
- ⇒ Develops independence and responsibility.
- ⇒ Supports students' initiatives to explore areas of interest in greater depth.
- ⇒ Provides an opportunity to apply instructional materials in a useful and meaningful way.

Students in all grades and at all academic levels of instruction regularly receive appropriate homework assignments throughout the year. The amount of time and

quantity of homework increases slightly with each passing year. It is important to focus on the goal of increasing student achievement when homework is discussed, both at home and at school.

Homework and Absenteeism

Homework should not be considered a substitute for regular and consistent school attendance, since excessive absences place your child's learning at risk. Students have the responsibility to make arrangements to complete the missed work. It is recommended that students contact classmates for assignments so that as little time as possible is lost. Students with a more lengthy illness may request homework on the second day of the absence. It will be available at the end of the following day. It is advisable to call the school to insure its availability before pick-up. A student will have one day for each day of absence to make up assignments.

Although family vacations scheduled during the school year interfere with learning, either alternative projects or traditional assignments may be given, with two weeks advance notice. Assignments given prior to a vacation are expected to be completed and submitted to the teacher on the day the student returns to school. Introductory materials will not be provided as homework assignments.

Your cooperation and support in scheduling vacations during school recesses is imperative in conveying to your child the importance of regular school attendance and providing him/her with maximum learning opportunities.

Role of Students

Students are encouraged to maximize the homework experience. To that end, it is necessary for students to:

- ⇒ Write down the assignment(s).
- ⇒ Ask for clarification from the teacher if assignments are not understood.
- ⇒ Take home all necessary materials.
- ⇒ Plan wisely to have adequate time to complete the assignments.
- ⇒ Use effective study habits; read, skim, proofread, review, evaluate, take notes, etc.
- ⇒ Understand that well-done homework enhances learning and good grades, and provides excellent review materials for tests and quizzes.

Role of Parents

Parents provide an important role in student homework. Each parent helps their child by asking about school, i.e., if the child has any homework due the next day, short-term or long-term assignments, etc. This interaction involving homework keeps parents and students in conversation about what is happening at school. Parents will assist their children best by:

- ⇒ Establishing a specific time and place to do homework.
- ⇒ Showing interest in your child's assignments.
- ⇒ Encouraging and assisting, but not doing, homework assignments.
- ⇒ Reviewing homework, allowing your child to evaluate his/her own work, praising good work and encouraging needed improvement, such as grammar, penmanship and neatness.
- ⇒ Checking with the classroom teacher regarding specific parental follow-up.

Homework should take precedence over extracurricular activities. Students who are active may need to have some assistance in planning their homework schedules around sports, lessons and/or family responsibilities. If there is a concern about your child's homework, please contact the teachers or building administrator. Working together is necessary for success, and homework is designed to help bring success for each student.

Role of Teachers

Each teacher plans homework as an extension of classroom presentations. Each teacher will:

- ⇒ Provide clear instructions and expectations about the assignment.
- ⇒ Discuss with students and parents the parameters of homework, specifically the basis for grading, importance of timeliness, rewards and consequences.
- ⇒ Redirect or reteach, as needed, to assist the student to attain successful completion of homework assignments.

Homework is designed as a learning tool. Some students take more time with their homework, while others work more quickly. The goal is to work carefully and with understanding about the homework.