

Class Preparation & Homework Policy

Trinity Lutheran School of Jackson, MI

Our goal at Trinity Lutheran School is to provide students with an atmosphere in which optimum learning can take place. This, of course, requires student cooperation concerning preparation for class. Students are expected to come to every class prepared and on time. Preparation should be completed prior to the ringing of the tardy bell. Such preparation might include any of the following:

- ❖ Having all assignments completed and at hand.
- ❖ Having all necessary books/workbooks/notebooks at hand.
- ❖ Having all required equipment/accessories at hand. This includes paper, pen/pencil, ruler, etc.

To achieve this, the following Policy & Procedures have been developed:

- ❖ If students are absent one day, they will be given one extra day to complete the assignments that were due. If absent more than one day, the teacher and student will establish a reasonable deadline.
- ❖ If assignments are turned in late, the grade for that assignment will be lowered.

HOMEWORK, Grades K - 4

Students can expect that some study will need to be done at home. Completing homework is necessary for accomplishing our immediate goals of learning and develops a good habit for future education. Recent studies suggest that homework does have a positive affect on student achievement (Cooper, Duke University Study, March 2006). This study also shows that too much homework can be counter-productive for students at all levels. The research is consistent with the "10-minute rule," suggesting that teachers should add 10 minutes of homework as students progress one grade, according to the following guidelines:

K = 10 min.	2 = 30 min.	4 = 50 min.	6 = 70 min.	8 = 90 min.
1 = 20 min.	3 = 40 min.	5 = 60 min.	7 = 80 min.	

Notes:

- Parents are requested to conference with the Teacher any time they believe the child has either too little or too much homework.
- Teachers are expected to return homework at the end of each week in a "Friday Folder" (beginning with the 2007 – 2008 school year).

(Professor Harris Cooper is also the author of *The Battle Over Homework: Common Ground for Administrators, Teachers, and Parents*, Corwin Press, 2001. This book is available in the Parent Workroom Professional Library.)

Homework is given for the following reasons:

- ❖ To reinforce and expand upon skills learned in class.
- ❖ To establish good work habits.
- ❖ To provide for independent study.

(19 January 2007)

Parents can assist in the following ways:

- ❖ Provide an atmosphere conducive to study (including supervision, if needed).
- ❖ Be interested in what their children are doing but do not do homework for them. Encourage and assist!
- ❖ Work with the teacher in seeing that homework is completed.

Amount of homework is dependent upon:

- ❖ grade level of student
 - ❖ study habits of student
 - ❖ In some circumstances, the ability of the student
-

Specific to our Middle Level

HOMEWORK, Grades 5 - 8

In addition to the above part of the policy, here are further guidelines for the middle grades, meant to help prepare them for high school.

The amount of time spent at home on homework assignments will average 60 to 90 minutes per day for the average student at the Middle Level. A study hall is provided for students not involved in our Music program. The amount of homework will depend on the student's use of study time during the school day. Should questions arise regarding student progress and homework, teachers will contact parents to discuss the matter. Parents are urged to consult with their child's teacher at any time.

Students are expected to have assignments completed and in an acceptable fashion by the teacher's stated due date and time. When there are extenuating circumstances – lack of understanding, family outing or events, over-abundance of homework or tests requiring study - the parent(s) should send a signed note with the student explaining the situation.

For any incomplete class assignment, the student will be given an “**Incomplete Slip,**” which requires a parent signature. This is a reminder to the student/parent that the assignment is due at the start of class the following day. If no note is received the teacher will directly contact the parent to discuss the missing work. If the assignment is not completed, and handed in to the teacher, the student automatically stays for the next after-school detention.

If assignments are turned in late, the grade for that assignment will be lowered unless an excused absence has been documented with the teacher.

FASTDIRECT SERVICES

FastDirect is school administrative software that allows parents to view their child's progress. Teachers will update grades weekly. For those parents who do not have access to FastDirect, teachers will provide a written report upon request (either weekly, every two weeks, or at mid-quarter).

Teachers should inform parents promptly with concerns and/or with positive recognition. Should questions arise regarding student progress and homework, parents are urged to consult with their child's teacher. We are partners in learning!