

MJS Homework Policy

Guidelines for the Assignment of Homework and Responsibilities of Pupils, Staff and Parents

I. Purpose:

Homework is an out-of-classroom learning experience that is a valuable part of schooling and the whole learning experience. Homework establishes positive study habits, promotes self directed learning and inculcates a sense of responsibility and discipline.

This Homework Policy serves to document the schools belief in the value and purpose of homework. The policies and practices outlined in this document serve the needs of the school curriculum and meet the realistic expectations of pupils, teachers and parents. It affirms the partnership in learning between parents and teachers and recognizes the importance of school-family life balance through the amount and types of homework set.

II. Definition:

Homework is defined as meaningful and quality work assigned to pupils that is intended to be completed during non-instructional hours (outside school curriculum time).

Homework assignments include:

- **Completion** of work assigned during the school day but not completed in class.
- **Practice** exercises that help pupils to review and reinforce skills and concepts taught in class.
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to explore or transfer new skills or concepts to new situations and may include creative activities to integrate many skills toward the production of a response or product

Homework should:

- Reinforce principles, skills, concepts, and information taught in the classroom.
- Be meaningful and appropriate to the ability and instructional level of pupils.
- Support creative, logical, critical and analytical thinking.
- Foster self-discipline, self motivation and the wise and orderly use of time.
- Be adequately explained by teachers and clearly understood by parents.

III. Policy

Timing, Scheduling and Quantity of homework:

Actual time required to complete assignments will vary with each pupil's study habits, academic skills, and collective class workload. A child should not be spending an inordinate amount of time doing homework. Pupils are encouraged to pursue non-assigned, independent, leisure reading and spend time revising on what's imparted currently.

Homework should not be assigned on days of special significance such as Chinese New Year, Hari Raya, Deepavali and other national declared public holidays. Homework assigned for school holidays should also be measured and appropriate bearing in mind the need to support personal and family wellness.

Late-Work Policies

Pupils are expected to turn work in on time. Those who turn in late assignments on a consistent basis will receive any of the following based upon school and class rules:

- communication with parents
- after school detention
- missed reward activity (deprived of positive reinforcement)
- behavioural management actions

Pupils who miss homework because of an absence (with medical certificate or approved letter) will receive the opportunity to make up missed work. They are given *one calendar day for each day absent plus one extra day to turn in their work (dependent on teacher's discretion)*. It's the pupils' responsibility to follow up on work missed due to illness or absence.

Major Projects / Assignments for Assessment

Major projects include group or individual projects and other assignments teachers designate as major work to be included in the summative grade (assessments). Work on these projects must be assigned with clear objectives and ample time for pupil to complete. These guidelines must be clearly depicted and parents are to be informed.

- **Note** - Assignments that require going to the public library or research must be assigned over a weekend to accommodate working families (and considerations for conditions for completion).

IV. RESPONSIBILITIES:

Administrators (School Leaders & Key Personnel) shall:

- Communicate the homework policy to parents, teacher and pupils.
- Provide teachers the time for professional development when utilizing homework as a strategy for learning.
- Monitor the effective use of homework given by teachers.
- Support and allow time for the collaboration among teachers, pupils, and parents in the effective implementation of the homework policy.
- Provide teachers and pupils the access to all essential tools.
- Create an effective mechanism or system to communicate homework assignments. If appropriate and accessible place homework assignments on the teacher's sharing drive for further clarification.

Staff

Teachers shall:

- Set clear standards and expectations for the quality of work based on the needs of pupils.
- Create an effective system for communicating homework guidelines for parents and pupils.
- Review homework and provide timely and appropriate feedback regarding the completion of assignments as a step toward mastery of standards.
- Coordinate projects and assignments among the teachers teaching the class so that all pupils have ample time to complete the assigned.
- Assign homework that is academically challenging and developmentally appropriate to the pupil's level of competence. Ensure that the resource materials including textbooks and digital tools such as flash drives, electronic textbooks and websites are provided to guide the success of the assignment.
- Design quality homework, which is relevant to the curriculum and/or tied to mastery.
- Allow for varied learning styles by including choices in types of assignments when possible.
- Provide pupils with a reasonable estimate of the amount of time necessary to complete each homework assignment.
- Provide specific written explanation, rubric or model, of long term assignments so that the requirements, expectations and timelines are clearly understood by the pupils.
- Provide pupils the opportunity to ask questions to clarify assignments before leaving class.
- Evaluate group projects based upon a predefined rubric which includes individual pupil participation and group process and allow time in class for individuals and groups to work on projects.
- Ensure that pupils receive feedback on each assignment so that pupils comprehend their level of understanding of the learning.

Responsibilities of Parents:

Parents shall:

- Provide a suitable environment for homework. Establish a quiet, well-lit study area
- Remind pupils that homework is their responsibility. Monitor pupil's organization and daily list of assignments as listed in their school diary.
- Guide or assist in homework when unusual difficulties arise but never do the homework for their child.
- Encourage pupils to ask their teacher(s) clarifying questions concerning their homework.
- Communicate with the teacher(s) to stay well informed about the pupil's learning process
- Monitor activities so that sufficient time is provided for homework.
- Prohibit cheating, plagiarism and any other dishonest practices in the completion of homework.
- Communicate with the teacher if their child faces difficulty coping with homework assigned.

Responsibilities of Pupils:

- Write down assignments in your **School Handbook**
- Be sure all assignments are clear; don't be afraid to ask questions if you do not understand
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects your ability
- Produce quality work
- Complete all assignments honestly in accordance with the teacher's directions.
- Make sure assignments are done according to the given instructions and completed on time

Late-Work Policy

Pupils who consistently turn in late or incomplete assignments or who fail to submit assignments will be subject to progressive consequences:

i) Communication with parents:

When pupils fail to hand up completed assignments in a timely manner, teachers will communicate the situation with parents through the Pupils Handbook or a phone call to reiterate the expectations and to assist in monitoring homework. Pupils can be set another deadline for completion of homework or be assigned to complete work in school after school hours or any other appropriate time as decided by the teacher.

ii) After-School Detention:

Failure to complete homework on-time for class will result in an immediate/delayed* detention either after-school or any other appropriate designated time.

- If a pupil does not have the homework completed for a class that meets the assigned time frame, he/she will be assigned an after-school detention to complete that homework (teacher to inform parent of the assigned detention).
- If he/she does not complete homework for a class that meets the assigned detention for the day, the teacher will inform the parent and further actions to be taken. After-school detention takes place and is supervised by the teacher. When pupil fails to report to the assigned after-school detention, it will/may lead to an office assigned detention by the Pupil Management Department (refer to consequences listed in the School Handbook).

iii) Behavioural Management Actions

If a pupil persistently fails to complete homework despite undergoing After-School detentions, the pupil will be subjected to further behavioural management actions which may include suspension from class. Parents will also be called to the school to work out an intervention plan together with the teachers and school leaders.

*dependent on teacher's schedule