



## ADMINISTRATIVE PROCEDURE

ASSIGNMENT OF HOMEWORK  
Reviewed 7/86 No Revisions Required

6154

Procedure No.

January 3, 1983

Date

- I. **PURPOSE:** To provide guidance to administrators and teachers in the assignment of homework.
- II. **POLICY:** The Board of Education recognizes homework as an integral and necessary part of the educational program for each student.
- III. **BACKGROUND:** Homework is a learning activity, related to instruction, which is presented within the school. The purposes of homework are to reinforce, supplement and enrich work done in the classroom, to provide for individual interests, to promote competency in skills and content learning, to help students to manage time effectively, to apply learnings, and to enable them to use a variety of sources of information.
- IV. **PROCEDURES:**
  - A. **Planning for Homework:** When homework is assigned, it should be an integral part of the school program. Homework should be carefully planned and directed by the teacher in terms of:
    1. The achievement levels and skill needs of individual students.
    2. The interests of individual students.
    3. The need for additional practice and meaningful drill.
    4. Availability of materials and sources of information.
    5. Out-of-school time and facilities available for home student out-of-school activities.
    6. Balance among all subject areas.
  - B. **Criteria for Assignments:** The following criteria are recommended to all teachers for the assignment of homework:
    1. Assignment should be directly related to classroom instruction.
    2. Assignments should have a clearly stated purpose.
    3. Individual differences and needs of students must be recognized in marking homework assignments just as they must be recognized in other phases of the educational process.



## ADMINISTRATIVE PROCEDURE

ASSIGNMENT OF HOMEWORK  
Reviewed 7/86 No Revisions Required

6154

Procedure No.

January 3, 1983

Date

4. Sufficient classroom instruction must be given so that the students are thoroughly familiar with the procedures needed to complete the assignments.
5. The purpose and place of homework in the class or grade should be explained to students by the teacher.
6. Assignments may be of a “drill” nature when needed by the students for reinforcement and mastery of skills.
7. Assignments may be of a research nature. However, it is essential that each student has sufficient resources available to accomplish the assignment. In addition, the teacher needs to be certain that students have been introduced to the basic research skills needed to complete the assignment.
8. Assignments may be used to extend or enrich the program of studies in a particular subject.
9. Assignments may be used to motivate students and stimulate student interest in a particular topic.
10. The length of time required to prepare the assignments should be given careful consideration. Assignments should be reasonable in scope, and geared to the age, ability level and attention span of the student.
11. Assignments may be short term (due in one or two days) or long term (due in three or more days) in nature.
12. The amount of homework assigned should not be more than the teacher and student can carefully review and/or evaluate.
13. The frequency of homework assigned should be consistent with the objectives for each course or elementary grade subject area.
14. Assignments for the improvement of reading should make use of supplementary materials rather than the basal reader used daily in the reading group.
15. Assignments must not violate any aspect of personal or family privacy.



## ADMINISTRATIVE PROCEDURE

ASSIGNMENT OF HOMEWORK  
Reviewed 7/86 No Revisions Required

6154

Procedure No.

January 3, 1983

Date

16. Assignments must not require the purchase of special materials for their completion.
- C. Reviewing and Evaluating Homework Assignments:
1. The weight given to homework assignments in the determination of student's grades (a) should be explained to students, and (b) should be presented in writing for students and parents at the beginning of the school year, and, when appropriate, at the beginning of the second semester.
  2. Criteria for reviewing and/or evaluating individual assignments should be explained to students at the time the assignment is given.
  3. All homework should be reviewed and/or evaluated. The review and/or evaluation should take place as soon as possible after the assignments have been scheduled for completion.
- D. Parents and Homework: Parents play an important part in implementing homework procedures.
1. Parents should be familiar with the general homework policy of the school system. This information can be provided to parents by alerting them to the "homework section" of the Parent Information Brochure, provided annually to all parent of students in the Prince George's County Public Schools.
  2. Parents should be familiar with specific ways in which the school system's homework policy is implemented at their child's school. This information should include the weight given to homework in the grading procedures developed for each course/subject area along with some information about the amount of homework to be assigned and criteria for review and/or evaluation of homework.
  3. Parents should be given suggestions as to how they may assist their students in completing homework assignments. This information might include:
    - a. Offer your child encouragement and support.
    - b. Help your child find an appropriate place to work on his/her assignments.
    - c. Help your child manage his/her student time so assignments are completed on schedule.



## ADMINISTRATIVE PROCEDURE

ASSIGNMENT OF HOMEWORK  
Reviewed 7/86 No Revisions Required

6154

Procedure No.

January 3, 1983

Date

- d. Try to regulate the use of television and other distractions in the home during study time.
- e. Remember that children, not parents, should do the homework assignments.

This information may be provided with the general information on grading procedures (see IV.D.2 above), as well as presented and discussed at PTA meetings.

- V. **RELATED PROCEDURES:** Administrative Procedures 5121, Examinations and Grading for Elementary and Secondary Schools.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Office of the Assistant Superintendent for Instruction and Pupil Services will be responsible for updating these procedures.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6154, dated June 20, 1979.
- VIII **EFFECTIVE DATE:** January 3, 1983.

Approved by:  
Edward J. Feeney  
Superintendent of Schools