



# HOMWORK PLAN

## FOR ELEMENTARY SCHOOL

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- STEP 1** Determine a reasonable amount of time for your child to spend on homework each night (no more than 30 minutes). Schedule a daily time to perform the homework when a parent or adult is available to monitor the homework session. Avoid scheduling the session too late at night.
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- STEP 2** Select a permanent place to do the homework. Select a quiet spot that is away from family traffic, but not so remote to prevent monitoring of the homework.
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- STEP 3** Break the homework into manageable amounts of time. For example, if your homework session is for 20 minutes, have your child do two 10-minute sessions with a short break in between sessions.
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- STEP 4** Break the homework into manageable amounts of work. Divide assignments into smaller units. For example, if your child has to write 20 spelling words in a sentence, assign 5-10 words for each of the two 10-minute sessions.
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- STEP 5** Make sure that your child is prepared to begin the homework. Provide the necessary materials and discuss the assignment to ensure that your child understands the directions. Answer your child's questions and do a few sample problems before beginning the session.
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- STEP 6** Place a digital timer to indicate when each homework session begins and ends. For example, if your child is performing two 10-minute sessions, set the timer for 10 minutes. **Make sure that your child knows how much work has to be completed within the time period.**
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- STEP 7** Begin the timer and **leave** the room. Return to the room on occasion (every 5 minutes or so) to monitor your child's progress, answer questions and to offer encouragement and praise. Make your stay brief!
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- STEP 8** When time has expired, check your child's work for completion and accuracy. Have your child immediately correct any mistakes.
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- STEP 9** Provide a token incentive if your child successfully completed the work expectations within the time limits. For example, your child may earn one point on a reward chart (see sample charts in the Intervention Tools section).
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- STEP 10** If your child failed to complete the work within the time limit, consider the following options:
- Do not provide the token incentive.
  - Remove a previously earned token.
  - Repeat the homework session using the same work expectations and time limits. (However, do not provide a token incentive on this repeat trial.)
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- STEP 11** Repeat the procedure until all of the homework sessions are completed.
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*The primary purpose of homework is to teach your child to work efficiently, independently, and responsibly. If your child is feeling overwhelmed by the amount of homework being assigned, the amount of resistance to performing homework will be difficult to overcome. As a result, parents should discuss with the teacher(s) the need to individualize homework expectations so that the work can be completed within the duration of the designated homework sessions.*