

## Section Two – School Operation

### Academics / Work and Study Skills

#### **WORK - STUDY SKILLS**

Homework is a most important part of the learning experience. The *quality* of time spent on homework is as important as the *length* of time spent. The length of time the student should expect to spend on homework will vary. There is not sufficient study time during the school day for proper preparation of all assignments. To complete these assignments may require one to two hours each day in home study. The older student will have more homework than the younger one. The average time spent for homework is:

- Kindergarten - one half hour each evening
- Grades 1 - 4 - one hour each evening
- Grades 5 - 8 - one -and one half hours each evening

Parents should provide a quiet place in the home where study materials can be kept and the work done. If a child encounters any difficulty with homework, parents are encouraged to guide and instruct, but never to such an extent that the parent actually does the homework.

#### **MAKEUP WORK:**

Excused absences: In any academic subject, the maximum time allowed for makeup of assigned work without grade penalty will be one day for each day missed from the day of the student's return to school. Exceptions may be made when circumstances indicate the need. Requests by parents for homework assignments should be placed by telephone or in writing early in the morning on the day the assignments will be picked up. All assignments and books may be picked up at the end of the school day by a sibling (from the same campus) or parent or another responsible adult. Teachers must not be interrupted during class time.

#### **STUDYING GUIDE FOR STUDENTS:**

God's will for you at this period of your life is the mastery of your school subjects. Studies form the most important part of your school training. Good studying begins with the proper attitude of the heart in receiving studies as from God and in doing these "as unto the Lord." Here are some valuable and practical helps:

Schedule a regular time for study and start promptly without procrastination.

Collect all of the materials you will need and set aside anything which distracts your concentration.

Study in a quiet place where you can concentrate on your work.

Most importantly, before beginning your work, commit your study time to God in prayer. You are His child, and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth; place this time and yourself into His hands with a moment of prayer.

Concentrate on the work at hand and refuse to entertain irrelevant thoughts.

Budget your time to cover all of your studies.

Skim over the whole assignment to get the main points; then reread for details.

Outline, write topic sentences, make notes.

Study the examples, maps, charts and footnotes.

Don't be afraid to use your dictionary.

Review your work.

Do your own independent research and study on topics which are akin to your class assignments. Be curious.

Do your work on your own. Do not ask for help unless you are absolutely certain that you are unable to do the work by yourself. You do not benefit if your parents do your homework for you; so, when you feel you must request help, follow along closely as help is provided - by parent or by teacher.

Be dissatisfied with any effort which falls short of your God-given ability. Work up to your potential.

Reflect on Philippians 2:14 "Do all things without murmurings and disputings" and conclude with this edict from I Thessalonians 5:18, "In everything give thanks; for this is the will of God in Christ Jesus concerning you."