

SYLVAN UNION SCHOOL DISTRICT HOMEWORK GUIDELINES

Communication Between Home and School

In order to foster communication between home and school, each site administrator shall provide the following:

- ◆ Staff should outline to the parents the homework expectations at the beginning of each school year.
- ◆ As special homework projects arise during the term, staff should advise parents of such a project and its purposes.
- ◆ Staff must inform parents immediately if a student is having difficulty completing assignments so remedial action may be taken. Progress reports or personal contact are a means to inform parents of unsatisfactory progress in completing homework assignments. It is recommended that staff maintain a written log of any personal contact with parents.
- ◆ Parents should communicate with the staff in regards to the assignments and their child's ability to perform the work assigned.

Staff Responsibilities:

- ◆ Staff should ensure that students understand the purpose of homework assignments.
- ◆ One class or subject assignment should not take a disproportionate amount of time and effort. Schools which have students seeing more than one teacher should coordinate the homework assignments.

Parent Responsibilities:

Parents could assist their child in homework assignments by:

1. Encouraging students to take responsibility for doing assigned work.
2. Helping the student work out a good study schedule.
3. Providing conditions conducive to study.
4. Praising accomplishments.
5. Working with the student by drilling with flashcards, reading with them.
6. Providing positive support for the teacher and the school's program.

If a lengthy absence of the student occurs due to illness or family vacation plans, etc., the parent and the teacher need to work together to provide sufficient time to develop a reasonable home study program that will enable the student to keep up with their classmates.

Grade Levels and Maximum Time Allotments:

Major, long-term assignments may extend through weekends and holidays. However, daily homework assignments that extend through weekends and holidays should be discouraged unless special circumstances exist.

Homework assignments should not exceed the following times:

- Grades 1 – 2:** 20 minutes per day, Monday through Thursday
- Grades 3 – 4:** 45 minutes per day, Monday through Thursday
- Grades 5 – 6:** 60 minutes per day, Monday through Thursday
- Grades 7 – 8:** Because of the diversity of courses taught and the number of teachers each student has, the coordination of specific timelines for homework would be difficult, if not impossible. However, an average student would be expected to have approximately four hours per week of homework.

Any unfinished class assignments should not be considered as homework but will be expected to be completed in addition to regular assigned homework.

Grading:

- ◆ All written homework should be evaluated.
- ◆ Homework will be included in the evaluation of a student's work.

Discipline: Homework shall never be given as discipline or for punitive reasons.

Length of Assignment:

- ◆ Limitations on length of assignments are to be based on sound learning theory and teacher judgment.
- ◆ Each school staff shall meet and establish guidelines to assist students in meeting homework requirements. These guidelines shall consider the amount of homework given, the number of classes taken, the number of subjects offered, and examinations required.

Timeline and Checkpoints:

- ◆ All homework assignments should have a due date. When a homework assignment is of an extended nature, the teacher should include as part of the assignment a suggested outline, a due date, and dates of periodic checks
- ◆ It will be the student's responsibility to be aware of due dates for daily assignments. When a homework assignment is of an extended nature, the teacher shall include as part of the assignment a suggested outline, a due date, and dates of periodic checks.
- ◆ Students should have guided instruction for developing study habits and organizational skills in extended homework assignments.

Adequate Supplies:

- ◆ No homework assignments may be given without the school district providing all required materials and supplies. Materials required are available at school to every student.
- ◆ Any large projects, completed at home, requiring expenditure of money for materials and supplies, are to be voluntary and should be graded individually and shall not affect the grades of any other student on a comparative basis.

Makeup Work

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

(cf. 5144.1 - Suspension and Expulsion/Due Process)