

HOMEWORK/MAKEUP WORK

Homework Responsibility

1. Principal/Site Administrator will:
 - a. coordinate the development of a comprehensive school site homework plan and involve teachers, students, and parents/guardians in writing this plan. The plan shall be reviewed annually.
 - b. communicate the school's homework plan to teachers, students and parents/guardians. Completed plans will be sent to the office of Curriculum and Instruction for purposes of accountability.
 - c. support teachers as they seek to implement the established homework plan.
 - d. publish and make available the completed homework plan.

2. Teachers will:
 - a. ensure that assignments are relevant to grade level standards and/or course of study.
 - b. ensure their objectives, expectations and materials to be covered have been fully explained.
 - c. take into consideration the ability range and special needs of students when making assignments.
 - d. provide students with assistance in time management techniques to complete multiple assignments.
 - e. attempt to minimize overlapping deadlines of major assignments.
 - f. communicate clearly to students key dates for long term assignments using age/grade appropriate methods.
 - g. communicate to students the impact of homework as a life skill at the elementary level and on grades at the secondary level.
 - h. provide students with timely feedback or grades as appropriate.
 - i. ensure that homework practice will be consistent with established homework plan for grade level and/or content area.

3. Students will:
 - a. listen carefully, record assignments and ask clarifying questions.
 - b. return homework assignments completed and on time.
 - c. complete work independently unless otherwise directed.
 - d. use returned homework for a study guide as appropriate.
 - e. plan effectively and manage their time by staying focused and on task.
 - f. put forth their best effort to produce quality work.

4. Parents/guardians will:
 - a. make every effort to provide appropriate time and place for study.
 - b. provide support and encouragement for child to complete homework.
 - c. monitor the completion and follow through of their child's homework assignments.
 - d. encourage the use of returned homework as a study guide.

- e. contact the teacher if their child is consistently not able to complete the homework within the time guidelines, or if challenges or questions arise.
- f. help students gather or avail themselves of appropriate resources (library, CDs, DVDs, internet access, etc).

Guidelines for School Site Homework Plan

School sites are encouraged to review research on homework with teachers, parents and students before writing their homework plan. The Center for Public Education provides a synthesis of various homework research projects that is free from prejudicial language.

Kindergarten – Homework should:

- a. reinforce standards-based skills previously taught in class.
- b. be approximately 10 minutes per night.
- c. additionally include parents/guardians reading to students daily.

Primary Grades (1-3) – Homework should:

- a. reinforce standards-based skills previously taught in class.
- b. help students begin the development of study habits.
- c. be a communication link between home and school.
- d. be approximately 20-30 minutes per night.
- e. additionally include students reading to or with parents/guardians for 10-20 minutes every school night.

Upper Elementary Grades (4-5) – Homework should:

- a. reinforce standards-based skills and content previously taught in class.
- b. provide opportunities to develop personal study habits.
- c. be a communication link between home and school.
- d. be approximately 30-45 minutes per night.
- e. additionally include students reading appropriate literature every school night for 20-30 minutes beyond other assignments.

At the elementary level homework should not be assigned over weekends or school breaks except in case of long-term projects assigned well in advance.

Middle School (6-8) – Homework should:

- a. provide opportunities to develop positive personal study habits.
- b. reinforce the standards-based skills and content taught in class and may also include preview of new material.
- c. stimulate intellectual development.
- d. provide opportunities for participation on special projects.
- e. be assigned during the school week on a regular basis. Total homework assignments should have an estimated completion time of 60-105 minutes per night. Advanced courses may require additional time.
- f. additionally include students reading appropriate literature every school night for 20-30 minutes beyond other assignments.
- g. be a component of the grade.

High School (9-12) – Homework should:

- a. provide opportunities to develop positive personal study habits.
- b. include opportunities to learn to use time effectively.
- c. reinforce the skills and content taught in class and may also include a preview of new material.
- d. provide an emphasis on independent research and reports.
- e. stimulate intellectual development.
- f. be assigned during the school week on a regular basis. Total homework assignments should have an estimated completion time of 120-180 minutes per night. Advanced courses will require additional time.
- g. be a component of the grade.

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 excused 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)

The teacher shall provide the student with an outline of topics covered during the student's absence, at the request of the student, parent or guardian. The teacher is encouraged to provide this information to the student regardless if the request is made or not. Teachers shall inform students and parents/guardians of this at the beginning of each course. (Education Code 48205)

It should be noted that assigned makeup work will extend the time spent on homework as indicated in the grade level areas in the previous section, Guidelines for School Site Homework Plan.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5145.6 - Parental Notifications)

The teacher of any class from which a student is suspended is not obliged to provide make up work, but may require the student to complete any assignments and tests missed during the suspension for full or reduced credit. (Education Code 48913)

Teachers may assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

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

Regulation
approved:

MT. DIABLO UNIFIED SCHOOL DISTRICT
Concord, California