

# Board Policy

## Homework/Makeup Work

BP 6154

### Instruction

- 1) **The Board of education strongly believes in the balance of wellness and achievement.**  
The Board of Education recognizes that time spent on purposeful, relevant, and challenging homework extends and enhances student learning and directly influences students' ability to meet the district's high academic standards. Homework contributes toward building self-discipline, time-management, and life-long learning habits; it is an important part of students' ~~daily lives~~.
- 2) **academic experience.**
- 3) **Homework is defined as any task assigned to students by school teachers that are meant to be carried out during non-school hours. Homework is defined as It includes** independent preview, practice or completion of skills and concepts taught during class, projects, test and performance preparation, and daily independent reading.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall ensure that administrators and teachers develop, publish, and implement a school-wide homework and grading plan that is aligned with universal research-based educational best-practices, including the Professional Learning Community (PLC) process.

Teachers shall collaborate to design purposeful, relevant, and challenging homework assignments. Assignments shall be coordinated and consistent within grade levels and

- 4) ~~departments~~ **common courses.**  
.
- 5) The Board of Education recognizes that homework completed and **feedback received** in a timely manner most benefits student learning.
- 6) **Research shows that an undisturbed and focused environment is best for student learning during the homework process.**

Teachers shall set reasonable timelines for homework completion and shall remain flexible about accepting late work for at least partial credit.

- 7) Homework should reflect the student's best effort **and academic honesty.**

(cf. 4115 - Evaluation/Supervision)

(cf. 4131 - Staff Development)

- 8) **The Board of Education is committed to addressing equity issues related to homework.**  
Students **shall**, and parents/guardians are encouraged to, utilize a student information system to monitor student progress, including homework completion.

Students who repeatedly fail to complete quality homework shall be assigned to homework support systems. Administration will establish opportunities for homework support during and outside the school day.

- 9) **The Winter Break is intended to be a time that is free from school work for students and staff. There should be no expectations on the part of students or staff that schoolwork is done over this period. No assignments should be given over the Winter Break and any long term assignments given before the Winter Break should not be due during the first week back from the Break. *\*\*3 AP Lit classes (AP Spanish Lit, AP Eng Lang, AP Eng Lit) want to be able to ask students to read a novel over break. No notes, nothing due when return, but class discussions will center on that novel. \*\****

- 10) **The Board further recognizes that all major holidays, such as Thanksgiving and Spring Break, are important periods of rest and relaxation for students, teachers, and families.**

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

#### Make-Up Work

All students should have the opportunity to learn; students are equal partners in learning with their teachers. Students who miss school because of an absence shall earn credit for work submitted within a reasonable period of time.

(cf. 5113 - Absences and Excuses)

#### Make-Up Work Due to Suspension

Suspended students are expected to complete work, quizzes and tests missed during their absence. It is the individual responsibility of any suspended student to remain informed of class assignments and due dates. Credit shall be earned for work submitted within a reasonable period of time.

The effectiveness of the board policy and administrative regulations will be reviewed annually, and site plans will be adjusted accordingly.

#### Legal Reference:

##### EDUCATION CODE

48205 Absences for personal reasons

48913 Completion of work missed by suspended student

48980 Parental notifications

58700-58702 Tutoring and homework assistance program; summer school apportionment credit

Management Resources:

SBE POLICIES

Parent Involvement in the Education of Their Children, 1994

Policy Statement on Homework, 1995

Policy DUBLIN UNIFIED SCHOOL DISTRICT

adopted: March 25, 2014 Dublin, California

## Administrative Regulation

### Homework/Makeup Work

AR 6154

#### Instruction

~~Purposeful, relevant, and challenging homework~~

- 11) The Board of Education believes (as research supports) that student learning is positively affected when homework assignments are purposeful\*\* and engaging, and when students are aware of its purpose.

**\*\*relevant? (so "purpose" not redundant). \*\***

Homework is defined as independent preview, practice or completion of skills and concepts taught during class, projects, test and performance preparation, and daily independent reading.

- 12) Teachers will align homework with daily lessons, and communicate its purpose.

As appropriate, teachers are encouraged to provide assignments in advance.

Teachers are encouraged\*\* to use technology to enhance communication and facilitate student learning.

Community should know that the Parent Portal will be closed during the Winter Break.

**\*\*Place to revisit later, and make stronger word, like "shall"? \*\***

- 13) The principal and staff at each site will develop, publish before the first day of student attendance, and annually review a school-wide homework & grading plan. Plans will, where appropriate, be coordinated and consistent among grade levels or common courses at other schools within the district. District office staff will create a school-site homework template for school sites to fill out. At the end of the school year Plans will be reviewed as a part of the SPSA process annually by district-office staff.

School-wide plans will include policies delineating time spent on different types of homework per grade level. School-wide plans will address considerations for English language learners, Special Ed, and students with individual learning plans. Policies will follow these guidelines:

#### Elementary School

1. As defined in the Parent handbook, homework shall not exceed 15 minutes multiplied by the grade level. (See Exhibit 1)
2. Assigned independent reading shall not exceed an additional 30 minutes per night.
3. Tests shall not fall on the first school day immediately after a weekend or holiday.
4. Teachers will help students manage their time for projects and research via mid-project checks.

5. Due dates for projects shall not fall on the first school day immediately after a weekend or holiday.

## Middle School

1. Homework for core subjects combined shall not exceed two hours per night. Core subjects are defined as English, math, science, social studies, world languages.
2. Assigned independent reading shall not exceed an additional 30 minutes per night.
3. Long-term projects may require additional time.
4. Weekend homework may be given at the teacher's discretion; a student's total homework shall not exceed two hours per weekend.
5. Tests shall not fall on the first school day immediately after a holiday.
6. Students should begin to manage their time for projects, test preparation, and independent research. Teachers shall conduct appropriate mid-project checks.
7. Due dates for projects shall not fall on the first school day immediately after a holiday.

## High School

- 15) 1. ~~Homework may be up to three hours per night.~~ Homework is designed to be up to 2 hours per night, or 8-10 hours per week, if the student is not enrolled in any advanced courses. Each honors and advanced placement course may require additional homework of up to an hour\*\* per night per course. Parents and students shall\* use the course catalog to determine approximate HW loads. Students are encouraged to take small breaks if their total focused HW time takes longer than 2 hours per night.
- \*conversations about changing that "shall" to "should.\*
- \*\*Much conversation about an hour being too much, and needing AP teachers to revisit, but it's an improvement for now, over having nothing before. \*\*
- 16) 2. Test preparation and long-term projects may require additional time.\*\*
- \*should this be struck-through now??\*
- 17) 3. Weekend homework may be given at the teacher's discretion; a student's total homework shall not exceed three\*\* hours per weekend. \*change to 2 hours non-advanced, 5 hours if advanced??\*
- 18) 4. Tests and projects should not fall on the first school day immediately after a holiday,\*\* when possible.
- \*\*REVISIT LATER?? "Completely at-home projects shall not be assigned 5 days prior, nor due 5 days after, of Thanksgiving or Spring Break. Word-smith better, with modifiers like "major project, no class time given"? Separate Spring and Thanksgiving out??\*
- 19) 5. Students are expected to manage their time for projects, test preparation, and independent research. Teachers shall conduct appropriate mid-project checks.
6. ~~Honors and Advanced Placement courses are exempt from the above policies.~~

Published school-wide homework & grading plans shall also identify policies for each of the following:

1. The extent to which homework assignments shall involve participation by parents/guardians at each grade level
2. The means by which students and parents/guardians may obtain information about homework expectations
3. The means by which students and parents/guardians can monitor academic progress (i.e.: Infinite Campus Parent Portal)
4. The means by which students will obtain homework support
5. Techniques to help students allocate their time wisely, meet deadlines, and develop effective study habits
6. The means by which assignments shall be coordinated and consistent within grade-level and course-level teams
7. The means by which project due dates, test dates, and extra-curricular activities/performances will be communicated
8. Expectations of students as they transition between grade levels, from elementary to middle school, and middle to high school
9. Independent study for long term absences (see BP 6158 Instruction)

#### Educational Best Practices

Dublin Unified School District will make research-based best practices available for staff and community members.

#### Late Work

Published school-wide homework and grading plans shall identify grade-level, or department policies for acceptance of late work. Teachers shall develop options for accepting late work.

Late work options may include:

1. Allowing work to be turned in after school or the next day, but no later than the end of the unit or chapter
2. Allowing students a few "late passes" per term
3. Whether full or partial credit will be awarded for late work

#### Homework Support Systems

Each school site, using Response to Intervention models, will develop and implement a support and intervention system.

## Make-Up Work

Teachers are encouraged to use technology to keep students and parents/guardians informed of class assignments and homework.

Each school-wide homework plan shall include policies for make-up work due to absences, including suspensions. These policies shall emphasize that credit shall not be reduced for absent work turned in within a reasonable period of time. Such policies should address: credit for work, receiving work, reasonable amount of time, alternative assignments.

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)

Regulation DUBLIN UNIFIED SCHOOL DISTRICT  
approved: March 25, 2014 Dublin, California

## Exhibit

### Homework/Makeup Work

E 6154

#### Instruction

#### RECOMMENDATION: HOMEWORK TIME GUIDELINES

The committee recommends a two part guideline for the amount of homework per night.

1. This table includes practice time for school work to be done at home. Homework is defined as independent practice or preview of skills and concepts taught during class.

20)	Grade	10 minutes Homework Per Night	15 minutes Homework Practice Per Night
	K	10	15
	1	10	15
	2	20	30
	3	30	45
	4	40	60

5	50	75
6	60	90
7	70	105
8	80	120
9	90	135
10	100	150
11	110	165
12	120	180

2. The following types of assignments that are done after school hours are recommended to be done beyond the timelines stated in the table:

- a. Independent Reading
- b. Projects
- c. Test preparation
- d. Advanced courses including Advanced Placement and Honors
- e. Band
- f. Sports
- g. Other extra-curricular activities, i.e., drama and cheerleading.

Exhibit DUBLIN UNIFIED SCHOOL DISTRICT  
version: March 25, 2014 Dublin, California

21) **NOTE: A no-zero policy for Grading was discussed. District admin will pursue getting Infinite Campus to score “Missing” as 50%, and some teachers will pilot this next year. Thus, at this time there is no recommendation to a change in that BP or AR.**