

HOMEWORK/MAKEUP WORK

Guidelines for Assigning Homework

Homework shall be an integral part of the planned educational program for the class. It should be related to the student's program and should assist the student in making progress toward mastery of subject matter.

Home assignments should be limited to work which can be completed in a reasonable length of time considering the age and ability level of the student. If a student has an Individualized Education Plan (IEP), the regular classroom teacher and the special education teacher will work together to coordinate the assigned homework so that it is of reasonable length.

It is encouraged that assignments be made for school nights only, such as Monday through Thursday evenings, for the students in grades K-5 and Monday through Friday for students in grades 6-12. Weekend assignments may be appropriate depending on the assignment.

Any textbook may be sent home as part of the homework assignment.

Middle school and high school teachers are required to publish homework assignments for parental viewing utilizing various methods such as syllabus, weekly newsletters and the parent portal on the CCUSD website.

Teacher Responsibilities

The primary purpose of homework is to provide extended practice and it should be structured around content with which students have a high degree of familiarity.

The instructional program should provide time for students to develop the skills necessary to do assigned work independently at school, at home, and to learn the skills needed to work independently. These include:

1. Knowing the necessary skills needed to do the assigned task successfully.
2. Following directions, procedures and rules necessary for completion of the task to meet the deadline.
3. Obtaining the necessary materials and knowing appropriate sources of help to complete a given assignment.

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4. Choosing an appropriate workplace free of distractions.

All teachers shall share their homework policy with students and parents on an annual basis. This will include an understanding of the purpose of homework, the amount of homework that is assigned, consequences for not completing homework and the types of parental involvement that are acceptable. Teachers that have students with an IEP or a 504 plan that includes modifications for homework assignments, shall abide by these modifications when assigning homework.

Teachers shall review and note completion of assigned homework as appropriate. A pattern of failure to complete assigned work on time shall be reported to parents/guardians as soon as the problem becomes apparent. Continued failure to complete assigned homework shall also be noted on the progress report. Students shall receive timely feedback as to the correctness of the homework. No more than 15% of a student's grade shall be weighted for completion of homework assignments.

Each year the principal shall work with teachers to develop homework policies that adhere to this Administrative Regulation 6154 and are based on current research regarding homework.

Summer homework, at the secondary level, may include reading books from an assigned list.

Student Responsibilities

Students should complete all assignments, communicate with the teacher if work appears too easy or too hard, and return the completed assigned work to school at the designated time.

Parent/Guardian Responsibilities

Parents/guardians should:

1. Provide a designated space for homework to be done.
2. Provide adequate time to do the work.
3. Take an active interest in the homework by encouraging, motivating, and prompting as needed.

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Guidelines for Time Allotments for Homework

Specific minimums or maximums are difficult to establish since the amount of relevant homework may vary from week to week. Likewise, the time required to complete a specific class assignment will vary according to the ability of the student, the individual's study habits, etc.

In spite of these variables, some guidelines are appropriate. The following is considered to be a reasonable expectation for the *average* student with an *average* load.

Grade	Minutes/Night	Hours/ Week
K	15	1.00
1	15-20	1.20
2	20-30	2.00
3	30-40	2.40
4	60	4.00
5	60-70	4.40
6	60-90	5-7.5
7	60 -90	5-7.5
8	60 -90	5-7.5
9	90-120	8-10
10	90-120	8-10
11	90-120	8-10
12	90-120	8-10

In addition, students may be assigned a set number of minutes of required reading outside the instructional day. Teachers shall encourage and assign nightly reading based on the established research. This research has shown a strong correlation between the amount of reading children do outside the school day and their ability to effectively comprehend what they are reading. Outside reading also results in a significant increase in students' vocabulary skills. Teachers are encouraged to provide homework that increases fluency in math facts. Homework minutes for students participating in Honors/AP classes shall be higher than the average times listed above. Their required minutes may extend to 180 minutes per night at the high school level.

School-Site Homework Plan

The principal and staff at each school shall develop and regularly review a school-site homework plan which includes guidelines for the assignment of developmentally appropriate homework, based on current educational research. This plan shall describe the responsibilities of students, staff and parents/guardians. The plan shall identify all of the following:

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1. For each grade level, the amount of time that students shall be expected to spend on homework, following District guidelines based on grade levels as listed under “Guidelines for Time Allotments for Homework.”
2. For each grade level, the extent to which homework assignments shall involve participation by parents/guardians.
3. The means by which parents/guardians shall be informed about:
 - a. Homework expectations.
 - b. How homework relates to the student’s grades.
 - c. How best to help their children.
4. Techniques that shall be taught to help students allocate their time wisely, meet their deadlines and develop good personal study habits.
5. The access that students shall have to obtain resources available to assist students with completion of homework.
6. The means by which teachers shall coordinate assignments so that students do not receive an overload of homework one day and very little the next.

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 that can reasonably be provided and 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)

Regulation

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CULVER CITY UNIFIED SCHOOL DISTRICT

Culver City, California