

Harold William Kolb Elementary
2017-18 Homework and Grading Plan

Purpose of Homework:

Harold William Kolb Elementary is committed to supporting children to realize their full academic, social and emotional potential. An essential component to meet this goal is to establish strong partnerships between staff, students, and parents. Homework is defined as any task assigned to students by school teachers that are meant to be carried out during non-instructional hours. This includes independent preview, practice, or completion of skills and concepts taught during class, projects, and excludes independent reading and test preparation.

- Serves as an extension or reinforcement of learning conducted in the classroom
- Provides students with relevant, challenging, and meaningful practice of academic standards being taught in the classroom
- To extend student learning to directly influence student's ability to meet our district's high academic standards

Appropriate Parent/Guardian Involvement and Support:

- To obtain information about their child's progress, parents/guardians are encouraged to:
 - Email or call their child's teacher with any questions or concerns
 - Arrange a conference
 - Request a progress report
- To support their children by helping them:
 - Allocate their time wisely
 - Develop effective study and organizational habits
 - Create a focused environment for homework completion
 - Monitor projects being completed at home
 - Monitor classroom communication to parents regarding assignments (Kinder-2nd grades)
 - Monitor the 'Minder Binder' (3rd-5th grades)

Homework Expectations:

- Students are expected to spend, at a maximum, the following amount of time on homework per evening:
 - K 10 minutes
 - 1st 10 minutes
 - 2nd 20 minutes
 - 3rd 30 minutes
 - 4th 40 minutes
 - 5th 50 minutes
- Assigned Independent Reading shall not exceed an additional 30 minutes per night.
- Breaks during the school year are intended to be a time that is free from assigned school work.
- Assessments or project due dates may not fall on the first school day immediately after a weekend or holiday/break.

- Teachers shall conduct appropriate mid-point checks with the students regarding projects.
- Project due dates, test dates, and extra-curricular activities will be communicated to families via 'Minder Binders', teacher emails to parents, and classroom newsletters.
- Homework may consist of independent practice of skills, test preparation and projects. Students will also be encouraged to read nightly.
- Monitor your child's classroom website, teacher emails, or newsletters (Kindergarten – 2nd grade) daily for assigned homework.
- Monitor your child's 'Minder Binder' (3rd-5th grades) daily for assigned homework
- In the event that homework is frequently exceeding the guidelines, please contact your child's teacher to arrange a conference.
- The 5th grade staff will work closely with the middle school to aid in the transition from elementary to middle school. The counselor will be asked to conduct an assembly with our 5th grade students, students will be offered a tour of the middle school as a Kolb field trip, teachers will have conversations with the middle school counselors regarding students whom there may be an academic concern.

Absences and Make-Up Work:

- Students are expected to complete assigned work, quizzes, and tests given during their absence. They have an equal number of days to complete missed work, as they were absent (example: 1 day absence = 1 day extra to complete the assignment; 2 days of absence=2 days extra to complete the assignment) without a decrease in the student grade/credit.

Communication:

- Any parent concerns regarding a class assigned project or homework need to be addressed to the classroom teacher via email, a phone call, or in person conversation.
- Teachers will return parent phone calls or emails in a reasonable amount of time between Monday-Friday. A reasonable amount of time would be within 36 hours upon receipt-unless a staff member is absent.

Additional Support:

- If a student needs additional support on classwork, homework, or a project the parent or student may request assistance by the assigned classroom teacher.
- If a student is in Special Education, additional assistance on classwork, homework, or a project may be requested by the parent or student to the child's case manager and/or teacher.
- If a student is designated as an English Language Learner, additional support may be requested by the parent of student to the child's classroom teacher or the site English Language Development teacher.

Independent Studies:

- To arrange an Independent Study, the parent needs to contact and submit the application to the Kolb Attendance Secretary at least 10 days prior to the planned absence.
- Students whose achievement level is below grade level standards may not be eligible.

- All Independent Studies contracts are issued for a minimum 5 school days and a maximum of 20 days. On the 21st day, your child will be dropped as a student at Kolb Elementary.
- Contracts may not be faxed or emailed, unless arranged in advance with site administration.
- A student with disabilities, as defined in Ed Code 56026, is not eligible for Independent Study unless his/her Individualized Education Program specifically provides for such participation (ED Code, 51745).
- For Independent Study Contracts during the last two weeks of school (not returning until the upcoming school year), all student work must be submitted no later than the Friday, before the last day of school.
- Students must submit their Independent Study Contract assignments before or on the agreed contract date for the absences to be cleared and avoid truancy procedures.
- If assignments for the Independent Study Contract are not submitted by the agreed upon date, your child will not be eligible for a future Independent Study Contracts.

Student Grading:

Grading is an important means of communicating student performance and progress throughout the school year. Grades are an impartial, consistent reflection of the quality of the student's work and his/her mastery of course standards. Student learning and mastery of content is supported by daily attendance, homework completion, class participation, academic demonstration of knowledge, and academic honesty (BP 5121). Parents and guardians will be notified of student progress through the Progress Report and Report Card provided each trimester.

Grade Scale and Assignments:

- All students in grades Kindergarten through 3rd grade will be given report cards scores based upon a 4 point rubric (4=Extending/Exceeding Standard; 3=Meeting Standard; 2=Approaching Standard; 1=Area of Concern)
- All students in 4th and 5th grade will be given report card grades based upon a letter system (A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=0-59%)
- Students in Kindergarten through the 5th grade will receive writing grades based upon the rubrics provided by the Dublin Unified School District for the different genres of writing.
- Students in the 1st and 2nd grade will receive DRA (reading grades) determined by the DUSD scale.
- Students shall be given multiple attempts at mastery of course content standards. (A.R. 5121)
- Teachers are encouraged to consider students' later performances, if they reflect mastery of previous curriculum. Teachers are discouraged from giving 'high stakes' assessment that may substantially lower a trimester grade. (A.R. 5121)
- Curriculum, homework, and grading will be coordinated, consistent, and aligned among grade level teams. (A.R. 5121)
- Teachers in Kindergarten through 5th grades will continue to work collaboratively to develop and implement a rubric system that gives parents/guardians more information about their children's developmental levels and promotes students' self-esteem and experiences of success (A.R. 5121)

Policies and Procedures:

- Students in the 4th and 5th grades will be given an opportunity to demonstrate subject mastery through test corrections or re-taking assessments.
- Teachers in the 4th and 5th grades will remind students of missing assignments to minimize the amount of zeros recorded for missing student work.
- In the event a parent wants to review a student assessment, he/she may request for a parent teacher conference to review their student's assessment. Photographing the assessment will not be allowed.
- Students are expected to complete Independent assignments on their own.
- Students will follow the "Technology Acceptable Use Policy and Procedure" when using technology for classwork, homework, or group projects.
- Students are expected to complete Group projects through each member contributing to the task.
- Students are expected to only access their documents housed in Google classroom and to not tamper with any other student's work.
- Students are expected to submit their own writing –plagiarism is not acceptable
- All student assignments will reflect the child's best effort and academic honesty. Academic honesty defined as performing academic work without plagiarism, cheating, or using a source of information that is not common knowledge without acknowledging the source.

Missing Work:

- Upon any absence (excuse or unexcused), the student is responsible to request missing assignments from the classroom teacher upon return to school.
- The student then has the number of days absent to complete the assignment (1 day absent=1 day to complete the tasks; 2 days absent=2 days to complete the assignments)
- If a student is suspended, he/she will be allowed to make up any given assignments (1 day suspension=1 day to complete the task).
- Missing assignments must be submitted to the classroom teacher.