



# JOHN GREEN ELEMENTARY SCHOOL

DUBLIN UNIFIED SCHOOL DISTRICT

Lorianne R. Ventura, Ed.D.  
Principal

## **John Green Elementary School 2017-18 Homework and Grading Plan**

### **Homework**

*John Green Elementary School 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. We believe homework should be purposeful, challenging and relevant, and extend student learning to directly influence student's ability to meet our district's high academic standards.*

*Homework is defined as any task assigned to students by school teachers that are meant to be carried out during non-school hours. This includes independent preview, practice or completion of skills and concepts taught during class, projects, test and performance preparation, and daily independent reading.*

### **Parent/Student Support of Homework**

Students can be successful in completing homework on time by bringing home the necessary supplies from school that are required to complete the assigned work. Support your child by:

- Provide an appropriate homework environment:
  - Find a quiet focused place to work
  - Limit and monitor television viewing, computer/cell-phone/electronic device usage, and social networking.
- Fostering time management and organizational skills by monitoring that your child:
  - Is focused and working steadily.
  - Has done what was assigned. If you are unsure, check your child's planner, check with the teacher, check the teacher's website, or call another student's family.
  - Places homework in his/her backpack.
- Teaching study habits:
  - Ask your child questions about what he/she is learning. Use the textbook, any handouts/notes, and/or study guides to assist you.
- Reading with your child:
  - Listen to your child read and/or do some shared reading.

Connecting with your child's teacher to gather information about progress:

- Email or call your child's teacher (prior to contacting the administration) with any questions or concerns
- Arrange a conference
- Request a progress report

### **Homework Expectations and Requirements**

- As defined in the Parent handbook, homework shall not exceed 15 minutes multiplied by the grade level range. (see below)



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- Assigned independent reading shall not exceed an additional 20 to 30 minutes per night.
- Tests and due dates for projects shall not fall on the first school day immediately after a weekend or holiday.
- Projects and research should include clear checkpoints and be reinforced by the teacher to monitor progress toward completion.
- You can expect students to **not exceed the district maximum** number of minutes of homework per night as follows:
  - Kinder -1st 10 minutes per night, plus 20-30 minutes of reading per night
  - 2<sup>nd</sup> 20 minutes per night, plus 20-30 minutes of reading per night
  - 3<sup>rd</sup> 30 minutes per night, plus 20-30 minutes of reading per night
  - 4<sup>th</sup> 40 minutes per night, plus 20-30 minutes of reading per night
  - 5<sup>th</sup> 50 minutes per night, plus 20-30 minutes of reading per night

The amount of time a student spends on assigned homework depends on many factors such as the student's needs, learning ability, achievement levels, subject, testing schedule, and assigned homework due dates. Time spent on homework should be balanced with the importance of personal and family well-being and the wide array of family obligation. In the event that homework is consistently exceeding the guidelines for your child, please contact your child's teacher to arrange a conference (Please note that assignments done after school hours such as projects, test preparation and band are not included in the timelines stated above).

Students and parents/guardians may obtain information about homework expectations through teacher websites, email, newsletters, and at Back-to-School Night.

## Homework Policies

- Grade level teacher teams will coordinate homework across the grade level in order to be consistent with the assigned homework and collection.
- Tests or assessments shall not fall on the first school day immediately after a weekend or holiday, including state testing (CAASPP).
- Due dates for projects shall not fall on the first school day immediately after a weekend or holiday.
- Except for reading, homework at the elementary level should not be assigned over weekends, holidays, or extended school breaks.
- No homework will be assigned during the window of state testing (CAASPP), with the exception of grade level appropriate nightly reading. The above guidelines are for Monday through -Thursday.
- Project-based and long-term assignments should primarily be undertaken and completed in the classroom. Some portions of projects may be assigned as homework; however



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these tasks should not require group participation, significant assistance from parents, or costly materials.

- Project due dates, test dates, and extra-curricular activities/performances will be communicated to families via classroom newsletters, email, homework packets, and for grades 3-5 in the school agendas.

## **Additional Support**

- Homework will reflect the accommodations and modifications of curriculum that are stated in a student's IEP or 504 plan. Modification should also be considered for English Language Learners as appropriate
- The school's Homework Club, held during lunch recess, provide all students in-school homework support as needed in October through the end April.

## **Communication**

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 updates provided each trimester. Progress Reports only need to be provided to a student who is not meeting grade level academic and/or behavior and study skill standards at the time of the progress reporting date. However, at any time, a parent/guardian may ask for a meeting to discuss their child's progress.

Communication concerning daily homework, projects and assessments will be shared weekly through any or all of the following; classroom newsletters, teacher websites, and/or other means at the teacher's discretion.

## **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.

## **Independent Study**

It is imperative that your student attends school daily. Lost classroom time is difficult to replace. However, if you find that you need an extended absence during the school year, you must request



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an Independent Study Contract. This contract prevents your child from falling behind and gives him or her attendance credit. If work is not received by the scheduled deadline, the contract will be considered incomplete and voided. The student will not receive attendance credit. Below are the guidelines and policy for requesting an Independent Study Contract.

1. Parent must notify administration **at least 10 school days** prior to the absence.
2. No contract will be issued the first 15 days of school.
3. Students who have had an Independent Study Contract (ISC) in the past and did not successfully complete it, are not eligible for the contract. In addition, **one Independent Study Contract per school year is allowed.**
4. Contracts are issued for a minimum of 5 school days and a maximum of 10 days. **Any absences beyond 10 days will be considered unexcused.** Three or more unexcused absences will result in an attendance letter.
5. If your child is absent more than **20 days, on the 21<sup>st</sup> day your child will be dropped.**
6. Students whose achievement level is below grade level standards or have excessive absences may not be eligible. (There must be evidence that the student will work independently to complete the program).
7. If an Independent Study contract goes through the last day of school, work must be turned in no later than **4:00 pm the Friday PRIOR to the last day of school.**
8. Contracts **may not** be faxed or mailed, unless it is approved by school administration.
9. Student must turn in work **to the office the day immediately following** the agreed contract date.
10. Independent Study work will be issued the day before they leave. (i.e., if your child will be out starting on May 15<sup>th</sup>, you can pick up work in the office on May 14<sup>th</sup>). Independent Study work can be picked up in the office after school, the day before they leave.
11. Failure to comply with #1-10 will result in automatic unexcused absences for the child and may also result in lowering of report card grades.

Contracts must be approved by the Teacher and the Principal/Assistant Principal. The approval or denial of the Independent Study will occur at the conference with the administration. Please do not make travel plans before this approval.

## Grading

*Grading is an important means of communicating student performance and progress. Grades are an impartial, consistent reflection of the quality of the student's work and his/her mastery of course standards. Student learning is supported by daily attendance and homework*



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*completion, class participation, and academic honesty.*

## **Grade Scale and Assignments**

- Grades are an impartial, consistent reflection of the quality of the student's work and his/her mastery of course content standards.
- Students in the 1<sup>st</sup> and 2<sup>nd</sup> grade will receive DRA (reading grades) determined by the DUSD scale.
- Students in Kindergarten through the 5<sup>th</sup> grade will receive writing grades based upon the rubrics provided by the Dublin Unified School District for the different genres of writing.
- Grades shall be based primarily on the degree of student mastery of course content standards. Student mastery can be demonstrated by class work, portfolios, labs, papers, oral and written performances, projects, teacher observation, and quizzes and tests.
- Students shall be given multiple attempts at mastery of course content standards. (AR 5121)
- Rubrics will be used to determine individual grades for group work.
- Teachers are encouraged to consider students' later performances, if they reflect mastery of previous curriculum. Teachers are discouraged from giving on 'high stakes' assessment that may substantially lower a trimester grade. (AR 5121)
- Curriculum, homework, and grading will be coordinated, consistent, and aligned among grade level teams. (AR 5121)
- Teachers in Kindergarten through 5<sup>th</sup> 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 (AR 5121)

## **Policies and Procedures**

- Students in the 4<sup>th</sup> and 5<sup>th</sup> grades will be given an opportunity to demonstrate subject mastery through test corrections and/or re-taking assessments.
- Student learning is supported by daily attendance and homework completion, class participation, and academic honesty.
- In the event a parent/guardian wants to review a student assessment, a parent-teacher conference may be requested, or the assessment may be available in the office for viewing. No pictures of the assessments will be allowed.
- Students are expected to submit their own writing –plagiarism is not acceptable.
- Students will follow the "Technology Acceptable Use Policy and Procedure" when using technology for classwork, homework, and group projects.

## **Missing Work**

- Upon any absence (excused or unexcused), the parent/guardian and/or student is



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responsible to request any missing assignments upon the return to school from the classroom teacher, as to minimize the amount of “Incompletes” or zeros recorded for missing student work.

- The student has the same number of days absent to complete the assignments missed (1 day absent=1 day to complete the tasks; 2 days absent=2 days to complete the assignments).
- If a student is suspended, *“The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension.”* (Ed Code 48913)