



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4720

PAGE: 1 OF 3

CATEGORY: **Instruction, Academic Achievement**

EFFECTIVE: **1-29-62**

SUBJECT: **Homework Policy**

REVISED: **11-09-2001**

A. PURPOSE AND SCOPE

1. To provide guidelines relating to general homework policy and homework for students on long-term suspensions (expulsion investigations).
2. **Related Procedures:**
 - Short term contract independent study 4316
 - Long term independent study 4317

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1500, F-7200, F-8400.
2. **District-Homework Policy.** The Board of Education believes that homework is an important part of the educational program of the students in San Diego City Schools and should be assigned on a regular basis. Homework should help students become self-directed, independent learners and improve their academic achievements.
 - a. Homework assignments appropriate to the developmental level of a student will be used for enrichment, reinforcement, and extension of school experiences.
 - b. The amount of time usually required to complete homework assignments should gradually increase from a few minutes per day in the primary grades to two or more hours in high school.
 - c. Each school will develop a homework plan to assure that this policy is fully and properly implemented. It will be the responsibility of each teacher to understand the school plan and participate in it.
 - d. The board recognizes that cooperation between parents and the school is necessary for effective home study. Parents are encouraged to take an interest in the homework activities of their children and provide conditions that are conducive to good study habits.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.

2. **Regular Homework.** The Board of Education has directed that all students be assigned homework and that the amount be gradually increased from a few minutes per day in the early grades to two or more hours in high school. So far as possible, homework is adjusted to the goals, abilities, and interests of students. Some students may require more time for study than others, and different subjects require different amounts of homework. Therefore, the amount of homework per day may vary, but it is expected that all students will be responsible for completing some homework.
3. **Homework for Students on Long-Term Suspension** (pending Board of Education action on possible expulsion)
 - a. Students involved in various acts that may result in expulsion are placed on temporary long-term suspension until an official decision is made regarding expulsion. This pertains only to those students placed on long-term suspension by the Placement and Appeal Legal Specialist, Counseling and Guidance Department, Institute for Learning, and in no way affects any change in policy for short-term suspensions issued by the principal. Students on long-term suspension may participate in Independent Study Program or obtain homework assignments in the same manner as students absent due to long-term illness.
 - b. Authorization to obtain homework will remain in effect only until official action is taken by the Board of Education (i.e., expulsion, expulsion with enforcement suspended, or re-enrollment).
 - c. This procedure will be coordinated by the Placement and Appeal Office.

D. IMPLEMENTATION

1. **Regular Homework.** Teachers assign homework to students. All district teachers will explain to students and parents at beginning of the school year their homework plan and how homework will be used in determining grades.
2. **Homework for Students on Long-Term Suspension**
 - a. **Principal or designee**
 - (1) Refers case to the Placement and Appeal Legal Specialist. If, upon investigation, it is determined that a student will be suspended from school longer than the five-day suspension period permitted by the school administrator, approves issuance of homework assignments or enrollment

in the Independent Study Program, as indicated by the Placement and Appeal Legal Specialist.

- (2) Notifies concerned school personnel and makes arrangements for appropriate materials.

b. Placement and Appeal Legal Specialist

- (1) Contacts student and parents, indicating the possibility of obtaining homework or enrollment in Independent Study Program.
- (2) Notifies appropriate personnel of the student's interest in obtaining homework or enrolling in Independent Study Program.
- (3) Arranges appropriate arrangements with parents.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education