



## Homework Policy

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### Philosophy Statement

The Claremont Unified School District Board of Education, through established policy, recognizes that purposeful homework is an important part of the instructional program. Research clearly demonstrates that time spent on homework is positively related to achievement. It helps students to master the concepts taught in classrooms as well as to motivate them toward self-direction and good study habits.

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### Educational Homework Hotline

The Educational Telephone or "homework hotline" is designed to provide parents and students with 24-hour access to important school information. Daily homework assignments, general school announcements and upcoming school events will be continually updated to provide our students and parents with current information regarding classroom and school activities. We encourage you to use this additional source to better assist you in successfully monitoring the daily progress of your son or daughter.

To use our Education Telephone follow these simple directions:

1. Call **625-0347** from any touch-tone phone.
2. For a Calendar of Events, press 1; for PFA news, press 2; for the principal's message, press 3; for Catalina updates, press 4; or for Library information, press 5.
3. If you already know a specific teacher's message number, you may enter it now.
4. If you are unsure of a teacher's message number, you may press the # key at the bottom right corner of your phone. Then press the letter on the phone key that corresponds with the first letter of the teacher's last name.
5. To replay a message press the \* key at the bottom left of your phone.
6. Other teacher message numbers may be entered without calling in again; just enter the different 2 or 3 digit teacher message numbers as necessary.

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### Frequency

The amount of time for homework will vary based upon the maturity, abilities and individual needs of pupils, as well as the requirements of the course and subject. The quality of assignments will contribute directly to the achievement of individual pupil learning objectives.

Homework assignments will be reasonable in demands made on students' time. The length of assignments should be based on sound learning theory and teacher judgment. The following time elements are intended as a guide only:

Homework requirements for students at El Roble Intermediate School may include an average of thirty (30) minutes outside of class time per academic subject Monday through Friday. The thirty (30) minute per class is based on the ability of an average student with good study and work habits.

Although homework will not ordinarily be assigned on weekends or holidays some classes or programs may require additional weekend work. Unfinished class work should be completed in addition to homework. Assignments that require more than thirty (30) minutes should be assigned two (2) or more days before the assignments due date. The length of daily assignments should be adjusted to take into consideration any long range assignments and projects.

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### Guidelines for Students

- Record each assignment in a notebook making sure it is accurate and understood before leaving.
- Meet the homework standards and strive to produce ones best work.
- Make every effort to begin and complete assignments promptly, pacing work over the time allowed.
- Set aside a regular place and time each day to study. Choose a desk or table that has good light and is away from distractions such as radios, TV and stereos.
- Seek individual help from the teacher when faced with areas of difficulty.
- Request and make up missed assignments within established time limits.
- Assume responsibility for taking care of and returning all assigned books and materials.

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## Guidelines for Parents

Parents can help their children make the best use of time which is spent on home study by following these suggestions:

- Take an active interest in what your child is doing.
- Provide a suitable, quiet, well-lighted place to do homework.
- Encourage the child to complete all assignments.
- Arrange with your child an appropriate time for study.
- Make resource material available.
- Give encouragement, but do not do the work for your child.
- Give personal supervision where it is needed.
- Check that directions were followed.
- Encourage neat work.
- Assist teachers in developing children's initiative and responsibility.
- Confer with the teacher if your child needs help.

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## Obtaining Homework Assignments in Case of Absence

- Homework missed because of absences is still the responsibility of the student.
- Homework assignments may be requested by parents if the absence is anticipated to be three days or more. The parent should call the school by noon and give the student's name, estimated number of days absence and reason for absence.
- Homework request forms will be given to each of the student's academic teachers or others if specified. These forms will be returned to the office by the student's teachers and will be available to the parents after 3:00 p.m. the day of the request.
- Homework assigned through a homework request form must be completed and handed in upon the student's return to school in cases other than illness. Students absent because of illness will have one day for each day of illness to make up work missed.
- Obtaining books is the student's or parent's responsibility or both.

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