

Honors Summer Work Administrative Guidelines

The following guidelines have been developed to provide guidance to teachers and principals as they develop and approve summer work assignments for honors courses. The principal is responsible for approving summer work assignments with Central Office Instructional Services staff available as a resource to assist with information about curriculum alignment and equity across the system.

Purpose

- Summer work provides a basis for student interchange at the start of the class.
- Summer work enhances the course and promotes literacy in the content area.
- Summer work encourages students to continue to read while developing skills in comprehension and synthesizing information.
- Summer work is a diagnostic tool to help the instructor pace the rest of the course.

Relevance to the Class

- Summer work often provides a direct transition into the first unit of a course.
- Summer work opens the window to in-depth topics within the course.
- Summer work provides an anchor text or topic for additional work during the course.

Support for Students

- Summer work assignments should clearly indicate how the teacher will be available to support summer work. Examples of support include teacher email, websites, moodles and blogs.
- Summer work assignments should include information related to the availability of resources necessary to complete the tasks such as instructional supplies, books and technology access. A plan must be in place to assist students with limited access to these resources.
- Summer work assignments should include clearly stated purposes for each task so that students understand what they should learn and/or produce from each activity.

Summer Work Evaluation

- Summer work assignments should include evaluation rubrics that students can access to have a clear understanding of the teacher's expectation for performance.
- Deadlines for turn-in and timelines for evaluation should be clearly indicated on the summer work assignment.
- If the method of evaluation of summer work is an essay or exam this should be conducted within the first week of class. Additional activities and assessments related to summer work may occur throughout the class.
- Summer work assignments that are evaluated for standalone grades should be part of the first progress report at the midpoint of the first six weeks grade period.

Summer Work Assignments

- The amount of summer work should not be a deterrent for students. Participation in honors level courses should be encouraged rather than discouraged.
- Examples of appropriate summer work assignments will be included in the Honors Portfolios for each course as they are updated and posted on the Employee Website.
- Summer work assignments for each course should be equitable both within the school and the school system.
- Teachers of Honors and Advanced Placement courses at each grade level should communicate in regards to summer work assignments to insure the combined summer work assignments are reasonable.
- Teachers within curriculum areas should collaborate in developing summer work assignments to insure equity and vertical alignment.