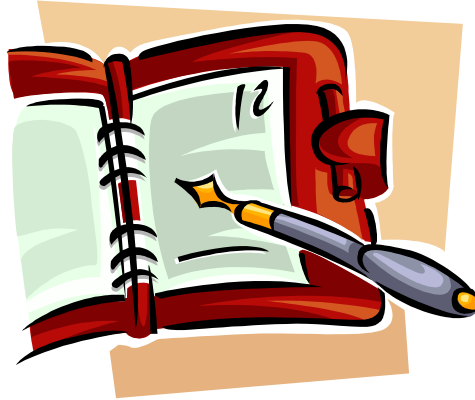


Student Agendas

Students will be given an Agenda at the beginning of the school year to keep track of homework, projects, tests and other responsibilities. Please encourage your child to use this tool each and every day. More tips on how to utilize the agenda will be given in student classes.

HOW TO USE YOUR AGENDA



Each Morning:

Listen carefully during P.A. announcements and record everything that is relevant to you at the bottom of your agenda for that day.

Each Class:

Before you leave each class, *write down* the information you will need later.

- A. Assignments: write them down the date they are assigned. Be sure to write down the due date.
- B. Tests and Projects: write them down on the date they are assigned and on the date they are due.
- C. If no homework is given, write down “No Homework”, and then write something you can do to get ahead or improve your skills in that subject.

After School:

1. Prioritize everything you need to do. Number the task in order of priority (#1, #2, etc).
2. Do the work in order of priority. Check off (✓) the task in your agenda once you’ve completed it.
3. Check teacher websites and write down upcoming assignment and test information in your agenda.