**Use of the Planner**

Dear Parents and Students:  
We hope that you will use the planner to make a positive impact on your child’s education.

**Student Responsibilities:**

* Take planner to class every day
* Write down assignments in planner
* Check to see if you have assignments, materials, textbooks to complete homework
* Complete required assignments at home and bring assignments to school the next day
* Review homework and upcoming assignments with parents
* Communicate to parents any messages from teachers

**Parent Responsibilities:**

* Check planner each day
* Request to see list of assignments
* Ensure assignments are completed
* Discuss upcoming quizzes, tests, projects
* Communicate with teachers through planner

**Teacher Responsibilities:**

* Post daily assignments in a visible area of the classroom
* Require students to write assignments in planner
* Utilize planner to communicate with parents
* Create and teach a curriculum that is relevant to students

Here are some suggestions as to how to make this year a successful one!

* **At school:** Use your planner daily to record homework assignments, upcoming quizzes, exams, projects, etc.
* **Short term:** Insert reminders to assist you in meeting deadlines.
* **Long term:** Use the quarterly calendar to divide lengthy assignments into manageable units. Transfer your scheduled study days to the weekly calendar to meet unit goals.
* **At home:** Choose a quiet place to study with good lighting. Set aside a regular time to study—a time when you are most alert. Do homework in order of priority. Check off assignments when completed.

**Be positive about school, teachers, and classes. A positive attitude is the key to success at H.R. Driggs Elementary**