

Students should bookmark the proper week. Students should also have their buddy section of their planbook complete. *Parents should check the planbook daily.*

Assignments:

1. Assignments should always be written the day they are given out.
2. Two small arrows per box on the same line as the assignment are drawn until the due date. Arrows need to be only on one line. This way other assignments can still be written in that box if necessary.
3. A *star* ★ is placed on the day the assignment is due.
4. Arrows in a box mean that there is homework to be completed. When assignments are complete place a check next to the star. ✓
5. If there is *no homework* given and there are *no arrows* in the box, there should be the word *NONE* written in that box. This way there will never be a guess as to whether or not there is homework.
6. Long-term assignments, assignments that are over a week or more need to be rewritten every *Monday* and the due date every *Friday*.

This is a sample of one week's assignments. The assignment is written on the day it was assigned, two arrows are placed in Tuesday's box indicating that there is homework, and a star is drawn in Wednesday's box indicating the day the work is due. The check indicates that the assignment is complete. Then on Wednesday the process is continued with the Unit One Vocabulary.

SAMPLE WEEK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Page 15 Problems 1- 15	→ →	★ ✓ Vocabulary Unit One	→ →	★