

Student Agenda Usage

ABILITY is what you are capable of doing.

MOTIVATION determines what you do.

ATTITUDE determines how well you do it.

-Lou Holtz, Football Coach

Ernie Davis Academy- Student Agenda Usage

The use of your student agenda planner is essential. Strong organizational skills increase student success and will serve you as a life-long learner!

1. Students must have their agenda with them in each class period.
2. Students should write their daily assignments in their agenda.
3. Any students in the halls during a class period must have their student planner in their possession with the appropriate hall pass signed by staff (in agenda). **Students without their student planner will be considered tardy or skipping.**
4. **Staff, not students, issue and initial the pass in the agenda to the restroom.** Passes on the bottom pages should be used as "inter-school" passes (between classrooms, for Office Hours, etc.) and passes in the back should be used for the restroom only. Have your agenda opened to the appropriate section of the agenda when passing through the halls.
5. Students are responsible for writing their assignments in their agenda in each class every day. Teachers will be periodically checking student agendas periodically and can consider agenda use as part of class participation and/or organizational points.
6. Parents are asked to check their student's agenda for assignments that have been given.
7. Parents are able to request a Progress Report through the agenda.
8. Each student is provided with an agenda on the first day of school. If it is lost the student and family will work with EDA Administration regarding a replacement.

TIPS FOR USING YOUR AGENDA

Agenda Usage for Beginners

- a. Bring the agenda to school everyday
- b. Bring the agenda to every class
- c. Write down all homework and assignments
- d. Bring the agenda home every night
- e. Take it out of the schoolbag and open to today's page
- f. After all work is done, put it back in the school bag
- g. Repeat this process everyday

Advanced Agenda Usage

(for students who have basics "down")

- a. Prioritize Workflow: Use the to-do list to your advantage by starting with the most important task.
 - a. Look at everything on your list, all the homework and assignments for the day
 - b. Determine what is most important and/or needs to be completed first.
 - c. Highlight or underline that task.
- b. Put it in Order: Use A, B, C to assign important and order of completion. (i.e. math is do tomorrow, history in 3 days. Math takes priority)
- c. Tick-Tock: Keep track of how long each task takes to complete in order to gauge how long future tasks of similar nature may take.
- d. Write your thoughts: Keep track of questions to ask your teacher during the next class, ideas for upcoming projects, additions for notes.

- e. Countdown to Tests: Don't just write your tests down, take time to create a "test countdown" to the date of the test. It's sometimes easy to forget tests that are a week or more away
 - a. Write the test day in the agenda
 - b. Turn to the previous date's page and write "___ Test in 1 day"
 - c. Repeat this procedure on each day leading up to the test as you move backwards
 - d. Schedule in a student time every night between now and the test
- f. Check off completed tasks: When an assignment is completed, check it off. If time ran out, draw an arrow from that page/date and flip the page writing the task on "tomorrow's" TO DO list.
- g. Use Agenda to Keep Track of Extra Curricular activities: Don't just use your agenda for school. Write in your after-school activities, plans, events, chores and even get-togethers.