

# **Guidelines For Using Your Agenda Book**

1. You are responsible for knowing about and completing all assignments.
2. Write down all assignments in your agenda book before leaving each class.
3. If you have a question about the assignment, ask your teacher for clarification before leaving class.
4. When writing down your homework, be sure to include:
  - The exact assignment (pages, problem numbers, etc.)
  - Any special instructions
  - Any materials needed
  - Due date (if necessary)
5. If no assignment is given, write down one thing you did in class that day and no homework rather than leaving it blank.
6. You should bring your agenda book to every class and also to home from school each night.
7. Check your agenda book before leaving school to see which books and materials you need to take home.
8. Check off assignments as you complete them in your agenda book.
9. Write down long-term assignments in several places in your agenda book so that you do not forget about them as the due date gets closer.
10. Use your agenda book to write down any other important events such as school dances, sport activities, or any extra-curricular events.