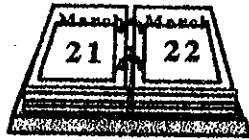


# Agenda Procedures

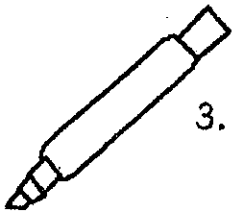


The Agenda Planner is the main tool of communication between home and school on a daily basis. Students fill out the agenda at the end of each day under the guidance of the teacher (with an example of what they should write on the board). There is a four-step process that is followed by students and parents when properly using their agenda:

1. Copy the assignments down in class as given by teacher.



2. Go down the list of assignments, take out the tools needed for each assignment and put a ✓ next to each assignment to signify that they have the tool ready to go home (ie. spelling book, reading book, worksheet, etc)



3. At home, after student has finished an assignment, they are to highlight that assignment to signify its completion.

*Discuss &*

*Parent*

*Signs*

4. Once all assignments are complete, students are to bring agendas to parent, student and parent discuss as needed, and parent signs student agenda (daily).