

## ASSIGNMENT NOTEBOOK INITIATIVE

**Rationale:** Since organization is not an innate talent for most, but a skill that must be taught and practiced, and our sending districts have differing opinions on the assignment of homework, we would like to begin monitoring assignment notebooks in all freshmen courses.

All freshmen should be required to carry their assignment notebooks to class. The classroom teacher will need to write all applicable assignment, homework, quiz, and test dates on the board. Sometime during the class period, the teacher will need to require the students to copy the information in their notebooks. It is strongly recommended that teachers and/or departments assign participation points for the completion of this activity.

### **Schedule**

- **First Quarter:** Teachers should complete a daily check to ensure students are writing down the assignments.
- **Second Quarter:** Students should continue writing down the assignments daily. Teachers should monitor the task three days a week.
- **Third Quarter:** Students continue writing down the assignments, but teachers monitor only one day per week.
- **Fourth Quarter:** Students should independently complete their assignment notebook with little intervention from the teacher.

**Goal:** To teach an organizational skill to all freshmen. A second goal of the program is to help students become more accountable for their own academic success. Teachers will also be able to refer parents to a student's notebook to improve home-school communication.