

Homework Planning Protocol

AFTER SCHOOL, *before leaving the building* - Make sure you take everything home with you when you leave each day after school that you need to do your homework, including books, notebooks and homework handouts.

AT HOME – *Homework time*. Have a regular time and place established which works well for you. Turn off ALL distractors – make homework time meaningful so that you are learning from the work you are doing.

Step 1: Determine what “Day” it is next (Purple or Gold) to decide what homework must be completed. ***It is advisable to do the homework for the day you just had (ex: do Purple homework the evening of your Purple day). The advantages are that this information is fresher in your mind and it gives you the next day to seek out a teacher if you have questions.

Step 2: Check your Blackboard calendar to determine if assignments are short-term (due the following day) or long-term (need to be worked on over several days). Also, check email to see if teachers sent anything you need related to homework or studying.

Step 3: Make sure all work is completed that is due the following day. Then either make a schedule for any long-term assignments or work on the schedule you have previously made.

Step 4: When finished with any assignment, double-check directions to make sure the assignment is fully completed. Print out assignments to turn in, make sure to “Submit” on Blackboard if required, put all paper assignments in the designated place for homework to turn in.

Step 5: If there’s time:

- Review notes and/or reread some of a text assignment
- Review for any quizzes/tests ahead of time

THE NEXT DAY, *before leaving home* - Double-check and make sure you have all completed assignments with you and ready to turn in. Keep the completed assignments in a consistent place (a folder in your laptop backpack will work well).

DURING CLASS - Check your *homework folder* in each class before class begins to see if you have an assignment to turn in to your teacher. If you do this in each class every day, you will develop a good habit of being prepared and ready to go in each class, with all your assignments completed on time.