

TIPS FOR USING YOUR ASSIGNMENT NOTEBOOK

1. **Name and Contact Information** – Be sure to put your name and contact information on the first page of your assignment notebook. You may also want to put your name on the front cover. If you misplace it, someone will know it is yours.
2. **Schedule** – Record your class schedule on the inside of the cover.
3. **Label the Week** – At the top of the assignment notebook, there is a blank line for the child to write in the “Assignments for the week of _____.” (For example: “Assignments for the week of Nov. 2-6, 2009”) Be sure to fill in the correct dates. This will help you organize assignments and give you an accurate log of homework over the quarter or year
4. **Write Neatly, Completely, and Accurately** – You need to know your assignment to complete it correctly. The information in this assignment notebook is vitally important. Therefore, be sure to write neatly, completely record the assignment, and accurately list the assigned task. Copying exactly what is on the Homework Board is essential. (For example: If the teacher writes, “Complete Sp. Worksheet p. 55”, then the student should not just write “Do spelling.”)

5. **Write Assignments When Assigned** – You will have homework in most of your subjects. Throughout the day write down your assignments. List the subject and the specifics of the assignment. (Examples: Math – p. 55 #1-13 odds; Spanish – Study for chp 3 test tomorrow; etc..)
6. **Review Your Assignment Notebook Before Going Home** – At the close of the school day, make sure you have all of your assignments listed in your assignment notebook. And make sure you have all books and notebooks you need to complete these assignments.
7. **Use the Reminder Section** – At the bottom right-hand corner, there is a light blue space for the students to fill in reminders for the week. This is a great spot for the Memory Verse of the week to be recorded. Other specific dates can be highlighted in this area as well.
8. **Keep Accurate Time Log** – The assignment notebook should be used to keep track of the time assignments take. Jot down the approximate time you spend on each assignment. Then add up the total time and circle it, so the teacher has an easy reference for the total amount of time that homework is taking. This is extremely helpful for the teacher, your parents, and you. If the time seems too excessive, you may need additional assistance in a certain subject or may need some training in study skills. For students in grades 3-5, a parent should sign at the bottom of the assignments to demonstrate that he/she is aware of your work.

9. **Clip It and Close It** – The assignment pad can be paper clipped or a binder clipped to hold the used pages together. Students should always get into the habit of closing the assignment pad before putting it in a backpack. The pages of the assignment pad get torn and frayed otherwise.

***This document was developed by the faculty and leadership of [Saint Simons Christian School](#). Feel free to copy it, distribute it, or link to it on your website. To God be the glory!