

565 - Use of Bound Planners Procedure

Approved by Curriculum Committee February 14, 2013, updated by Curriculum and Policies Committees
May 30, 2018

All grade levels K-4 will use bound planners to teach the skills of organization and time-management. Additionally, planners will be used to record homework assignments and to ensure communication between parents and teacher. Grade 5 will use bound planners for Trimesters 1 and 2, then transition to a digital planner during Trimester 3. In Middle School and 5th Grade, students will be instructed on the use of a digital planner and will be shown how to utilize Google Calendar to replace the bound planner. If a student does not have a device by which to access Google Calendar at home or prefers a bound planner, one will be provided for his/her use at parent request.