

8 General Rules to Help You Succeed

Use your Planner!!

1. **Your planner is your lifeline!** Take it everywhere (success = organization)
2. If no homework: write “none” or “0”.
3. Keep it neat (you may need to refer back to it)
4. Mark important dates (highlighters are helpful)

Follow Directions

1. **Follow directions, it shows the teacher you’re listening.**
2. If given no guidelines, ask specific questions!
3. Bottom line: If you don’t follow direction your grade will suffer.

First Impressions

1. Neat, legible and organized. Can you imagine reading 120 papers a day?
2. Body language is just as important as words.
3. Impress your teachers (they’ve got the power) not your classmates.

Homework

1. **Always submit something** (even if late) or you are guaranteed a zero!
2. Neat, legible and organized. Submitted work is to be done in blue or black ink pen!
3. Late Homework: points are deducted. (But better late than not at all)
4. If absent: homework must be made up or it will be a zero. (student’s responsibility)
5. Follow directions: give the teacher what they asked for.
6. **Don’t be afraid to ask questions** if you don’t understand.
7. Homework buddy: exchange phone numbers with a classmate.
8. If behind or overwhelmed: **use your weekends** to lighten your work week.

Absences

1. Make up missed homework, tests, labs, class notes etc...the sooner the better.
(The # of excused days absent times 3 is the # of days you have to make up work)
It’s your responsibility to get class notes from a classmate.

Study Guides

1. Be grateful if your teacher gives a study guide, since not all do.
2. Helpful for test prep, so answer completely and accurately.

CYA (Cover your Assets)

1. **Don't throw out anything until you get your report card!!**
2. Teacher sometimes misplace papers or forget to record grades.
3. The burden is on you to 1) produce your work, 2) redo it, or 3) get a zero.
4. **Make copies before you submit your final paper** (copy anything you've spent substantial time on.) Remember: computers crash and freeze at the worst time, so save often, save on a USB, or print a hard copy.

End of Quarter Clean-up

1. Each quarter lasts about 9 weeks. There's a light at the end of the tunnel.
2. Know when the quarter ends!
3. Maintain existing grades or pull up low grades.
4. Clean out binders, replace broken ones, save papers, and get ready for next quarter.