

Monday, August 28, 2017

Steps to Success Lesson Outline

Slide 1: Materials

- Explain that today you will be setting up your planners and getting them organized for the first quarter.
- Have students get these materials out: Planner, Pencil and schedule.

Slide 2: Name on Planner

- Give students time to write their names & team name on the front cover of their planner in permanent marker.

Slide 3: Personal Information

- Have students fill in their information on Page 1 (Counselor name can be found on their schedule)
- Students who struggle with remembering information can also use this page to write their locker number and combination.

Slide 4: Bell Schedule

- Point out that there is a copy of the bell schedule on **page 3**. Explain that there are three different days in our schedule. At the end of each quarter and on early release days there is a "Plaid Day," Blue and Gold days will change from week to week.

Slide 5: Blue / Gold Day Calendar

- Point out that there is a copy of the blue / gold day calendar on **page 4**

Slide 6: Fill In Schedule

- Have students get out their schedules and fill in their schedule for Blue Day and Gold Day. Make sure they pay attention to the period numbers for each day.

Slide 7: Hall Passes

- Explain that one of the main uses for student planners is for hall passes. Have the students find the hall pass pages in the back of their planner. Have them write their name in PEN or MARKER on the top of each hall pass page. Explain that students need to ask a teacher if they may leave class *before* filling out the pass.

Slide 7-9: Label Days Plaid, Blue, and Gold

- All period days will be called "Plaid Days" these are shown in pink in your planner. "B" is for blue days and "G" is for gold.
- Have students open up to this week in their planners. Have them write "All" on Monday 8/28. Have them use blue to highlight/circle Tues 8/29 and for Wed 8/30. Have them repeat for the other three weeks in September.
- If students finish labeling their days for September, have them move on to October and November.

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