



Parcells Assignment Book

Your passport to success!

Using Your Assignment Book

- Fill in all homework and future due dates
- Record and monitor NWEA scores
- Write reminders for specific materials
- Use each and every hour AND each...
 - MORNING
 - Check at home before school
 - AFTERNOON
 - Check before leaving school
 - NIGHT
 - Check at home before bed

Passes

Use your time before school and between classes wisely. Many students end the year without ever using a pass. Passes are really for emergencies and rare circumstances.

- 3 passes per period/per quarter
that means 12 passes per period per year – PLENTY!
use for locker, bathroom, drink
- Excused passes have a separate column
teacher/office requested
clinic
early dismissal
library/computer lab

REWARD!

Use three or fewer passes in one quarter and you'll be eligible for a fun movie day. Four movie days per year!



Format Your Passes

Each pass page should look just like this:

The image shows a 'HALLWAY PASSPORT' form. At the top, it says 'HALLWAY PASSPORT' with 'SEMESTER/TERM' handwritten as 'Advisory'. To the right, there are fields for 'NAME', 'GRADE', and 'SEMESTER/TERM' with '1st Hour' written in the last field. The main body of the pass is a grid with four rows labeled Q1, Q2, Q3, and Q4 on the left side. Below the grid, there are two columns of codes for destinations: G - GUIDANCE, L - LOCKER, LR - LIBRARY RESOURCE, RO - RESOURCE OFFICE, H - HURSE, O - OFFICE, and R - RESTROOM. At the bottom right, there are lines for 'Signature of Issuing Teacher' and 'Signature of Director of Security'. The Premier logo is at the bottom left.

Caring For Your Assignment Book

- Treat it like GOLD
- Take it to every class
- Do not color, cut, or alter in any way
 - The spiral is fragile – treat it gently
 - Do not rip out or remove pages
- Write neatly
- Never cross out adult writing
- Do not lose
 - If lost:
 - You need to pay for a replacement
 - Movie reward privileges are lost
 - Pass pages must be re-formatted



Your Assignment Book is a Resource

- What other cool things can you find?