

## Responsibilities: Planner

<b>Student</b>	<b>Teacher</b>	<b>Parent</b>	<b>Tracking Teacher</b>
In class: Participate in lesson on planners.	In class: Direct teach where to obtain the information for the planner in your room.		
In class: Participate in lesson on planners.	In class: Direct teach what information needs to go into the planner.		
In class: Write in the planner during the designated time.	In class: Designate a time within the class period for students to write in their planner.		
In class: Listen for cues as to what to put in your planner.	In class: Review upcoming due dates and assignments for students to put in their planner.		
In class: Write assignment from board each class.	In class: Write assignments on the board for students in a manner they can identify what to write in their planner.		
Outside of class: Check teacher websites for assignment due dates and copy them into planner	Outside of class: Update your calendar on your website at least once per week.	Outside of class: Designate time for you and your student to check teacher websites for assignments.	
Outside of class: Check TxConnect for assignments that are missing or low grades and schedule time in your planner to take care of those grades (tutorial times).	Outside of class: Update grades in TxGradebook at least once per week. Post tutorial times for students to attend.	Outside of class: Designate time for you and your student to check TxConnect for missing and low grades and schedule time to take care of those grades (tutorial times).	
Outside of class: Compare Remind texts to your planner to make sure all important information is written down.	Outside of class: Send weekly overview Remind so that students and parents can manage their time.	Outside of class: Compare Remind texts to your planner to make sure all important information is written down.	
Outside of class: Compare Remind texts to your planner to make sure all important information is written down.	Outside of class: Send reminds when things are assigned.	Outside of class: Compare Remind texts to your planner to make sure all important information is written down.	
Outside of class: Compare Remind texts to your planner to make sure all important information is written down.	Outside of class: Send Reminds when things are due.	Outside of class: Compare Remind texts to your planner to make sure all important information is written down.	

### Teaching Strategies:

- Have a model planner to demonstrate for students what you expect to see in their planner. It will also give absent kids an opportunity to check for anything they missed.
- Encourage students to take pictures of your assignment board daily / weekly.
- Parents and students are more likely to acknowledge your Remind texts if you occasionally send out carrots - correctly completed models, video links, game links, etc. Those little extras you just never get around to in class.
- On long term assignments send Reminds with the various tasks broken down - intermittent due dates or "By now you should have..... done." This helps reinforce project management skills while helping parents be aware of what needs to be completed.
- Inclusion teachers may support teachers in planning lesson and designating an easily identifiable spot in the classroom.
- Inclusion teachers may support students by establishing their own Remind as setting up prompts for at home activities to support planner use. "Executive Functioning Skill: Check your grades. Any low or missing grades? Schedule tutorials with those teachers for this week." etc.

Skills for effective Planner use:

- Write down assignments independently each period with no teacher / parent prompts.

Development of Skill

Skill Level	Student	Teacher	Parent	Tracking Teacher
Sage on the Stage		Writes all assignments in the planner for the student.	Looks up assignments on teacher website and TxConnect and logs them into the student's planner for them.	
Guide on the Side	<ul style="list-style-type: none"> <li>• Student writes some assignments in the planner or teacher monitors writing assignments in the planner.</li> <li>• Student checks teacher websites and TxConnect with parent and fills out agenda with parent support.</li> <li>• Student checks in with tracking teacher at beginning and end of the day to review what's due when.</li> </ul>	Writes some assignments in the planner for the student, or individually monitors student writing assignment in the planner.	Looks up assignments on teacher website and TxConnect with student and guides the student in writing them in the planner.	Prompts assignments to be written down in planner during check in / check out.
Fan in the Stand	Student writes all assignments in the planner without teacher prompts.			