

# Memorandum

**To:** All Faculty and Staff  
**From:** Dr. Matthew W. Ross, Superintendent  
**Date:** August 1, 2018  
**Subject:** Policy and Procedure Bulletin\_Student Organizational Planners

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The intent of this memorandum is to provide guidance with regard to the Policy and Procedure Bulletin\_Student Organizational Planners / Agendas.

Each student in Grades 3-8 shall be provided a standard Student Organizational Planner, while each student in Grades K-2 shall be provided a standard Student Organizational Agenda. Each student is required to utilize and maintain their organizational planners / agendas pursuant to the Student Organizational Binder Checklist and Student Organizational Folder Checklist.

By the end of the first full week of instruction, each classroom teacher in Grades 3-8 shall provide students with a list of all scheduled District and School events for the school year and ensure students copy those events into their organizational planners. On the last instructional day of each month, each classroom teacher shall repost the all scheduled District and School events for the school year and ensure students copy / update those events into their organizational planners, as needed. The District and School schedule of events may be accessed through the District or School websites and appropriate Google Calendars.

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.