
Table of Contents

	Page
Lesson 1: Before-Class Guidelines	2
Lesson 2: During-Class Guidelines	4
Lesson 3: Organising Student Folders.....	6
Lesson 4: Using a Work/Study Calendar/Diary: Writing Entries	7
Lesson 5: Using a Work/Study Calendar/Diary: Writing Entries on a Calendar/Diary	10
Lesson 6: Using a Work/Study Calendar/Diary: Reviewing Entries.....	12
Lesson 7: Using a Work/Study Calendar/Diary: Dividing Assignments into Tasks	14
Lesson 8: Using a Work/Study Calendar/Diary: Planning Homework	16
Lesson 9: Using a Work/Study Calendar/Diary: Writing an Action List.....	17
Lesson 10: Homework Guidelines: Getting Ready	19
Lesson 11: Homework Guidelines: Completing Homework	22
Lesson 12: Post-test	24
Folder and Calendar/Diary Checklist	27
Self-Evaluation of School Behaviours.....	28

Lesson 2

During-Class Guidelines

A. Introduction to During-Class Guidelines

When you are in class, there are a number of guidelines you should follow. If you follow these guidelines, you will be able to _____, your classmates will be able to _____, and your teacher will be able to _____.

You should

1. **Follow the classroom rules.**

2. **Listen carefully.**

- LOOK at the speaker.
- THINK about what the speaker is saying.
- TAKE NOTES on important information.

3. **Participate in class activities.**

- Participate in discussions.
- Answer questions posed by your teacher.
- Complete individual classwork.
- Work co-operatively with classmates on projects.

Folder and Calendar Checklist

Look at your folder and calendar. For each statement, circle *yes* or *no*.

	A	B	C
1. Folder in class.	yes no	yes no	yes no
2. Papers filed correctly.	yes no	yes no	yes no
3. Extra paper in folder.	yes no	yes no	yes no
4. Pen and pencil in pouch.	yes no	yes no	yes no
5. Calendar in folder.	yes no	yes no	yes no
6. Assignments recorded on calendar.	yes no	yes no	yes no
7. Action lists in folder.	yes no	yes no	yes no
Total:	_____	_____	_____
Initial:	_____	_____	_____
Date:	_____	_____	_____

Self-Evaluation of School Behaviours

Think about the past week in this class. Underline *always*, *sometimes*, or *never* for each school behaviour.

BEFORE CLASS

- | | | | | |
|----|--|--------|-----------|-------|
| 1. | I was prepared for class. | always | sometimes | never |
| | a. I read assigned materials. | always | sometimes | never |
| | b. I completed my homework. | always | sometimes | never |
| 2. | I brought necessary class materials each day. | always | sometimes | never |
| | a. I brought my folder. | always | sometimes | never |
| | b. I brought my calendar. | always | sometimes | never |
| | c. I brought paper, a pencil, and a pen. | always | sometimes | never |
| 3. | I arrived on time. | always | sometimes | never |
| 4. | I entered the classroom quietly and went to my desk. | always | sometimes | never |
| 5. | I got ready for class by putting away everything that I didn't need. | always | sometimes | never |

DURING CLASS

- | | | | | |
|----|--|--------|-----------|-------|
| 1. | I followed the classroom rules. | always | sometimes | never |
| 2. | I listened carefully to the teacher and my classmates. | always | sometimes | never |
| 3. | I participated in class activities. | always | sometimes | never |
| | a. I participated in discussions. | always | sometimes | never |
| | b. I answered questions posed by the teacher. | always | sometimes | never |
| | c. I completed individual classwork. | always | sometimes | never |
| | d. I worked co-operatively with my classmates. | always | sometimes | never |
| | e. I asked for assistance when I needed it. | always | sometimes | never |