ACADEMIC TIPS

Staying on-track or catching up in classes...

PERSONAL ORGANIZATION & RESPONSIBILITY

- Use a planner (monthly/weekly, “academic year” style)
- Time Manage: Plan when to complete work before it’s due
- Use tools such as your phone alarm or calendar app reminder
- Use “Bookmarks” feature on your laptop (LHS Website & other helpful websites)
- Take care of yourself (get sleep, eat well, exercise, schedule joy-filled activities)

WEEKLY SCHEDULE

- Print class schedule, sports schedule, personal activities or write in planner
- Attend CAP every Wednesday with at least one teacher or academic counselor

SCHOOLOGY

- Check Schoology Grade Report and Class Folders every day
- Prioritize heavily weighted assignments/projects first
- Complete work for current week 1st, then work backward to complete missing assignments
- Confirm work you have turned in with teachers if not shown as submitted

COMMUNICATION

- Regularly communicate with teachers, coaches, counselor, and parents
- Email teachers through Schoology or lvjusd.org account
    - Learn how to use copy feature to “CC” your counselor and/or parents
- Email each teacher anytime you miss a class

CONTACTS

- Students w/ IEP’s: copy your Case Manager on emails to teachers
- Students in ELL classes: copy Ana McMath & Carmen Perea on emails to teachers
- Students last name A-F: Counselor Mrs. Edwards
- Students last name G-M: Counselor Mr. Waziri
- Students last name N-Z: Counselor Ms. Ayres
- All Students needing personal support: Mr. Radecke in the Wellness Center