



**GREENHILLS**  
School

**DAILY PLANNER**  
JANUARY 2021 – MARCH 2021

NAME .....

**ONE OF A KIND**

**STUDENT NAME:**

---

**GRADE:**

---

**LOCKER NUMBER:**

---

**ADVISOR'S NAME:**

---



### **GREENHILLS SCHOOL MISSION STATEMENT**

Greenhills School is a student-centered community that helps young people realize their full intellectual, ethical, artistic and athletic potential in preparation for college – and beyond – as curious, creative and responsible citizens who respect all individuals and their differences, and whose meaningful and balanced lives will better the world.

### **GREENHILLS SCHOOL DIVERSITY STATEMENT**

Greenhills School was founded during the modern civil rights era with racial equality as a central part of the vision of its founders. Today, the vision is continued through the promotion of diversity as integral to the ethos and practices of the school. We believe people from different races, cultures, socioeconomic backgrounds, genders (including gender identities and gender expressions), political beliefs, physical capacities, religions, and sexual orientations are sources of strength that enrich teaching and learning at Greenhills. Greenhills strives to build a diverse learning community by integrating different ideas, thoughts, personal gifts, life experiences, and talents into the classroom and other programs of the school.



# **GREENHILLS** School

**ONE OF A KIND**

## **GREENHILLS SCHOOL**

850 Greenhills Drive  
Ann Arbor, Michigan 48105  
[www.greenhillsschool.org](http://www.greenhillsschool.org)  
P: (734) 769-4010  
F: (734) 769-5029

---

## **ADMINISTRATION**

**Peter Fayroian**, Head of School  
**E. Quincy McLaughlin**, Associate Head of School, Head of Upper School  
**Caroline Huntoon**, Head of Middle School  
**John Nickel**, Chief Financial Officer  
**Deano Smith**, Dean of Academics  
**Tom Ward**, Upper School Dean of Students  
**Laurin Wolf**, Interim Director of Admission and Financial Aid  
**Paul Gargaro**, Director of Advancement  
**Meg Seng**, Director of Athletics  
**Betsy Ellsworth**, Director of College Counseling  
**Michael Shaw**, Director of Communications and Marketing  
**Marissa Green**, Director of Information Technology Services  
**Stephanie Bentley**, Administrative Coordinator, Office of the Head of School  
**Paula Mervyn**, Front Desk Receptionist  
**Francine Mays**, Plum Market Campus Director  
**Jennifer Welch**, Registrar

## **PROGRAM DIRECTORS**

**Nadine Hall**, Director of Diversity and Inclusion

**Caitlin Smead**, Director of the Learning Center

**Alyssa Friendly**, Director of Service Learning

**Jenna Goldenberg**, Director of Teaching and Learning

**Steve Oestreich**, Health Services Coordinator

**Heidi Butz**, School Counselor

**Liza Ruggiero**, Director of the Center for Mindful Well-being

**Teresa Casey**, Director of Alumni Relations

.....

## **LEADERSHIP**

**Sixth-grade Team Leaders:** Nina Scheinberg and Karin Scott

**Seventh-grade Team Leaders:** Ann Novak and Nicole Burroughs

**Eighth-grade Team Leaders:** Scott Benke and Kevin Olson

**Ninth-grade Dean:** Cathy Renaud

**Tenth-grade Dean:** Sara LeBlanc

**Eleventh-grade Dean:** Brandon Groff

**Twelfth-grade Dean:** Andy Wicklund

.....

## **DEPARTMENT CHAIRS**

**English:** Monica Lewis

**Fine and Performing Arts:** Neil Donato

**Wellness:** Katie Kukulski

**Math and Computer Science:** Susan Beamish

**Science:** Charles Dershimer

**Modern and Classical Languages:** Jeff Allen

**History and Social Science:** Jenna Goldenberg

## MY CLASS SCHEDULE & TEACHERS

CLASS PERIOD	SUBJECT	TEACHER
A		
B		
C		
D		
E		
F		
G		
H		
ADVISORY		

## MY CLUBS, GROUPS AND ACTIVITIES

.....

.....

.....

.....

.....

.....

.....

## FIVE-DAY WEEK

This schedule will be in effect for all typical five-day weeks.

		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:30AM–9:40AM	70 minutes	C	G	Faculty Meetings	C	G
9:40AM–9:50AM	10 minutes	Break				
9:50AM–11:00AM	70 minutes	D	H	Grade Meetings and Office Hours	D	H
11:00AM–11:30AM	30 minutes	Advisory	Clubs			Advisory
11:30AM–12:00PM	30 minutes	Lunch/Affinity Groups				
12:00PM–1:10PM	70 minutes	A	E	Clubs	A	E
1:10PM–1:20PM	10 minutes	Break				
1:20PM–2:30PM	70 minutes	B	F	Office Hours and Clubs	B	F
2:30PM–3:00PM	30 minutes	C&C (Student-Directed Time)				

## FOUR-DAY WEEK

When a week is shortened because of a no-school day, the four-day schedule will be in effect. The schedule for these weeks remains the same, but forgoes the community day on Wednesday.

		DAY 1	DAY 2	DAY 3	DAY 4
8:30AM–9:40AM	70 minutes	C	G	C	G
9:40AM–9:50AM	10 minutes	Break			
9:50AM–11:00AM	70 minutes	D	H	D	H
11:00AM–11:30AM	30 minutes	Advisory/Clubs/Grade Meetings			
11:30AM–12:00PM	30 minutes	Lunch/Affinity Groups			
12:00PM–1:10PM	70 minutes	A	E	A	E
1:10PM–1:20PM	10 minutes	Break			
1:20PM–2:30PM	70 minutes	B	F	B	F
2:30PM–3:00PM	30 minutes	C&C (Student-Directed Time)			

# EXECUTIVE FUNCTIONS

Executive function skills are the mental processes that allow you to be successful in school and life. They are your brain's traffic control system, helping you manage your behavior so that you can achieve long-term goals. There are many different executive functions; below is a list of just some. Turn the page to see tips on strengthening these skills!

EXECUTIVE FUNCTION	DEFINITION
Analyzing and Activating	Taking a big-picture overview of the job that needs to be completed
Focus	Concentrating on a specific job or assignment, and shifting attention back to the task when distractions arise
Effort	Continuing to put energy into a task until it is completed, and working at a pace that isn't too fast and careless or too slow and unproductive
Emotion	Managing frustration and reaction when things get tough
Memory	Remembering and recalling the steps and information that are needed in order to reach a goal
Action	Monitoring progress and adjusting activities and plans as needed until the goal is reached



# EXECUTIVE FUNCTIONS & MANAGING SCHOOL

## Increase your productivity and efficiency!

### **PROCRASTINATE? IMPROVE TASK INITIATION:**

- Write out a to-do list
- Use a visual or interval timer (the “Pomodoro Technique”: study for 25 minutes, break for 5)
- Work alongside a friend, sibling, or parent for accountability

### **LOSE FOCUS? BOLSTER SUSTAINED ATTENTION:**

- Tune out distractions with white noise or classical music
- Turn off Wi-Fi and power down your cellphone (or try an app like Flipd)
- Take periodic breaks to stretch; crossing-the-midline exercises are especially helpful

### **PROCESSING STRUGGLES? BOOST WORKING MEMORY:**

- Consciously visualize the material
- Pair audio & visuals: check out OverDrive or Audible, or read out loud with a friend
- Use mnemonic devices, like acronyms
- Unplug – hard copies are better for working memory than digital (think flashcards, books, printed articles, etc.)

### **OVERWHELMED? MAKE A PLAN:**

- Use this planner
- Write down your to-do list, then prioritize (pad it with easy tasks, like “pack charger”)
- Get quick tasks done first to help you feel successful and build momentum
- For long-term assignments, work backward from the due date and set milestones

### **MESSY? UPGRADE YOUR ORGANIZATIONAL SKILLS:**

- Use cues to follow a consistent routine, like sticky notes
- Ditch multiple binders in favor of one expandable file folder or case-it
- Snap a photo with your cellphone of notes on the board, homework, and even your completed assignments

### **SPINNING YOUR WHEELS? INCREASE FLEXIBILITY:**

- Embrace obstacles as an opportunity to problem-solve
- Ask for help: peers, siblings and teachers might show you a simpler approach
- Change your environment: try working in a new location (consider heading outside)
- When you're stuck, look for instructional videos online

### **QUICKLY LOSE STEAM? ENHANCE YOUR PERSISTENCE:**

- Find joy in crossing off items on your to-do list
- Use an external reward, like video games or a sweet treat once you've finished one task
- Reflect on how you feel when you've completed all of your work (relieved, happy, calm), and write down to remind yourself next time



# STUDY SKILLS AND HELPFUL HINTS

Spacing study sessions out over time is more effective than cramming it all in one or two nights. In fact, research shows us that in order to effectively study, you need to be able to move that information into your long-term memory storage so that you can recall it when you need it (which is often NOT the next day). Keep these helpful hints in mind when you are ready to study!

## GATHER UP ALL YOUR STUDY MATERIALS

- If you're missing anything, connect with a classmate or talk to your teacher.
- Print out the resources your teacher has uploaded to Gryphon. Prepare those Flashcards!
- What materials might you need?

## PLAN WHEN YOU'RE GOING TO STUDY

- Schedule specific times throughout the week and weekend for studying – and stick with it.
- Work backwards from the test date to ensure you give yourself enough time to prepare for your exams.
- What activities or events may affect your study time?

## ELIMINATE DISTRACTIONS

- Distractions cause you to break your train of thought and make you unable to focus – both of which will lead to ineffective studying.
- Power off electronics, and try listening to classical music instead of pop.
- What kinds of distractions keep you from focusing on your studies?

## USE STUDY GROUPS EFFECTIVELY

- Teaching others the material helps to internalize the subject matter.
- Working in groups enables you to get help from others when you're struggling to understand a concept, but it can also impede progress if you aren't focused. Start by setting a goal for your study session.
- Do you study better independently or within a group? How do you know?

# HOMEWORK TIPS

Sometimes the hardest part is starting. These tips can help get you going and help you plan for weeks when busy is an understatement! If you are a fan of acronyms (which are great memory aids), think L-PET (List, Prioritize, Estimate, Timed events go first)!

## **FIRST, TRY MAKING A LIST.**

- Write your list of all the things you need and want to do for the night. This is the most important step and will help you get organized. In this step, it doesn't matter what needs to be done first or how long it will take. Just write everything down. (By the way, writing things down frees your brain to think about other things.)
- In your planner, you can add to your list throughout the day. Begin by writing your homework down in the space for assignments.

## **THEN, PRIORITIZE THE ITEMS IN YOUR LIST.**

- Figure out which things you must do first. How will you decide? Sometimes the answer will be obvious, like you have to finish the assignment before you can begin to study, or write up the responses before you can share them with your group. Sometimes what you do first will be more of a personal choice.
- In your planner, there is a column marked "priority". Order your assignments there!

## **THE THIRD STEP IS TO ESTIMATE HOW LONG YOU THINK EACH TASK WILL TAKE.**

- Try to figure out how long you'll need for the most important items on your list. This helps to you to stay realistic about what you'll get done.
- In your planner, you can make a time estimation in the column marked "time est". It's a great lesson in time management. Were you correct in your time estimation?

## **KEEP IN MIND**

- Some events happen at a particular time, like a game, a doctor's appointment, a meeting with a teacher, or a club activity. These events must happen at that given time and therefore note those things first, timed events go first.

NOTES:

A series of horizontal dotted lines for writing notes, spanning the width of the page.

JANUARY  
**2021**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 No Classes: Winter Break	29 No Classes: Winter Break	30 No Classes: Winter Break	31 No Classes: Winter Break	1 No Classes: Winter Break New Year's Day	2
3	4 Classes Resume	5	6	7	8	9
10	11	12	13	14	15	16
17	18 No Classes: Martin Luther King Jr. Day	19	20	21	22	23
24 ..... 31	25	26	27	28	29	30

LONG TERM PROJECTS & PLANS

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY	1	WEEKEND	2/3
<p>No Classes: Winter Break</p> <p>New Year's Day</p>			
FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES		FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
NOTES		NOTES	

▼ REMOTE LEARNING REMINDERS ▼



THURSDAY		7	FRIDAY		8	WEEKEND		9/10
All Grades Remote			All Grades Remote					
<b>c.</b>			<b>g.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
<b>d.</b>			<b>h.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
<b>a.</b>			<b>e.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
<b>b.</b>			<b>f.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
STUDENT LIFE, CLUBS & ACTIVITIES			STUDENT LIFE, CLUBS & ACTIVITIES			NOTES		
<input type="checkbox"/>				<input type="checkbox"/>				
<input type="checkbox"/>				<input type="checkbox"/>				
<input type="checkbox"/>				<input type="checkbox"/>				
MEETINGS			MEETINGS					
<input type="checkbox"/>				<input type="checkbox"/>				
<input type="checkbox"/>				<input type="checkbox"/>				
<input type="checkbox"/>				<input type="checkbox"/>				
▼ REMOTE LEARNING REMINDERS ▼								

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.





THURSDAY 14	FRIDAY 15	WEEKEND 16/17	
<b>6<sup>th</sup> Grade In-Person</b>		<b>6<sup>th</sup> Grade In-Person</b>	
<b>c.</b>		<b>g.</b>	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
<b>d.</b>		<b>h.</b>	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
<b>a.</b>		<b>e.</b>	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
<b>b.</b>		<b>f.</b>	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
PRIORITY		TIME EST	
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
MEETINGS		MEETINGS	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
▼ REMOTE LEARNING REMINDERS ▼		NOTES	

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

# JANUARY 2021

MONDAY 18		TUESDAY 19		WEDNESDAY 20	
<b>No Classes: MLK Jr. Day</b>		7 <sup>th</sup> Grade In-Person		7 <sup>th</sup> Grade In-Person	
		<b>c.</b>		<b>g.</b>	
		PRIORITY		PRIORITY	
			TIME EST		TIME EST
<b>d.</b>		<b>h.</b>			
PRIORITY		PRIORITY			
	TIME EST		TIME EST		
<b>a.</b>		<b>e.</b>			
PRIORITY		PRIORITY			
	TIME EST		TIME EST		
<b>b.</b>		<b>f.</b>			
PRIORITY		PRIORITY			
	TIME EST		TIME EST		
FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES 1. .... 2. .... 3. .... 4. .... 5. ....					
NOTES		STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES	
		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>	
		MEETINGS		MEETINGS	
		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>	
▼ REMOTE LEARNING REMINDERS ▼					

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.





THURSDAY 28		FRIDAY 29		WEEKEND 30/31
10 <sup>th</sup> Grade In-Person		10 <sup>th</sup> Grade In-Person		
<b>c.</b>		<b>g.</b>		
PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....
<b>d.</b>		<b>h.</b>		
PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....
<b>a.</b>		<b>e.</b>		
PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....
<b>b.</b>		<b>f.</b>		FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES
PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES		1. ....
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	2. ....
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	3. ....
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	4. ....
MEETINGS		MEETINGS		5. ....
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	
▼ REMOTE LEARNING REMINDERS ▼				

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

NOTES:

A series of horizontal dotted lines for writing notes, spanning the width of the page.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 No Classes: Conferences	2	3	4	5	6
7	8	9	10	11	12 No Classes: Mid-Winter Break	13
14	15 No Classes: Mid-Winter Break	16 Classes Resume	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

LONG TERM PROJECTS & PLANS

.....

.....

.....

.....

.....

.....

.....

.....



THURSDAY		4	FRIDAY		5	WEEKEND		6/7
12 <sup>th</sup> Grade In-Person			12 <sup>th</sup> Grade In-Person					
<b>c.</b>			<b>g.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
<b>d.</b>			<b>h.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
<b>a.</b>			<b>e.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
<b>b.</b>			<b>f.</b>			FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES		
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	1.
	.....				.....			2.
	.....				.....			3.
	.....				.....			4.
	.....				.....			5.
	.....				.....			
STUDENT LIFE, CLUBS & ACTIVITIES			STUDENT LIFE, CLUBS & ACTIVITIES			NOTES		
<input type="checkbox"/>				<input type="checkbox"/>				
<input type="checkbox"/>				<input type="checkbox"/>				
<input type="checkbox"/>				<input type="checkbox"/>				
MEETINGS			MEETINGS					
<input type="checkbox"/>				<input type="checkbox"/>				
<input type="checkbox"/>				<input type="checkbox"/>				
<input type="checkbox"/>				<input type="checkbox"/>				
▼ REMOTE LEARNING REMINDERS ▼								

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

FEBRUARY  
2021

MONDAY		8	TUESDAY		9	WEDNESDAY		10
6 <sup>th</sup> Grade In-Person			6 <sup>th</sup> Grade In-Person			7 <sup>th</sup> & 8 <sup>th</sup> Grade In-Person		
<b>c.</b>			<b>g.</b>			<b>c.</b>		
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
<b>d.</b>			<b>h.</b>			<b>d.</b>		
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
<b>a.</b>			<b>e.</b>			<b>a.</b>		
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
<b>b.</b>			<b>f.</b>			<b>b.</b>		
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
STUDENT LIFE, CLUBS & ACTIVITIES			STUDENT LIFE, CLUBS & ACTIVITIES			STUDENT LIFE, CLUBS & ACTIVITIES		
<input type="checkbox"/>	.....			<input type="checkbox"/>	.....			
<input type="checkbox"/>	.....			<input type="checkbox"/>	.....			
<input type="checkbox"/>	.....			<input type="checkbox"/>	.....			
MEETINGS			MEETINGS			MEETINGS		
<input type="checkbox"/>	.....			<input type="checkbox"/>	.....			
<input type="checkbox"/>	.....			<input type="checkbox"/>	.....			
<input type="checkbox"/>	.....			<input type="checkbox"/>	.....			
▼ REMOTE LEARNING REMINDERS ▼			▼ REMOTE LEARNING REMINDERS ▼			▼ REMOTE LEARNING REMINDERS ▼		

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.



FEBRUARY  
**2021**

MONDAY 15		TUESDAY 16		WEDNESDAY 17			
No Classes: Mid-Winter Break		9 <sup>th</sup> & 10 <sup>th</sup> Grade In-Person		9 <sup>th</sup> & 10 <sup>th</sup> Grade In-Person			
		<b>c.</b>		<b>g.</b>			
		PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....	TIME EST
		<b>d.</b>		<b>h.</b>			
		PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....	TIME EST
		<b>a.</b>		<b>e.</b>			
FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES		PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....	TIME EST
1. ....		<b>b.</b>		<b>f.</b>			
2. ....		PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....	TIME EST
3. ....		<b>a.</b>		<b>e.</b>			
4. ....		<b>d.</b>		<b>h.</b>			
5. ....		PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....	TIME EST
NOTES		STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES			
.....		<input type="checkbox"/>		<input type="checkbox"/>			
.....		<input type="checkbox"/>		<input type="checkbox"/>			
.....		<input type="checkbox"/>		<input type="checkbox"/>			
.....		MEETINGS		MEETINGS			
.....		<input type="checkbox"/>		<input type="checkbox"/>			
.....		<input type="checkbox"/>		<input type="checkbox"/>			
.....		<input type="checkbox"/>		<input type="checkbox"/>			
▼ REMOTE LEARNING REMINDERS ▼		.....		.....			

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

THURSDAY 18		FRIDAY 19		WEEKEND 20/21
11 <sup>th</sup> & 12 <sup>th</sup> Grade In-Person		11 <sup>th</sup> & 12 <sup>th</sup> Grade In-Person		
<b>c.</b>		<b>g.</b>		
PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....
<b>d.</b>		<b>h.</b>		
PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....
<b>a.</b>		<b>e.</b>		
PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....
<b>b.</b>		<b>f.</b>		FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES
PRIORITY	..... ..... ..... .....	TIME EST	PRIORITY	..... ..... ..... .....
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES		1. ....
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	2. ....
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	3. ....
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	4. ....
MEETINGS		MEETINGS		5. ....
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	
<input type="checkbox"/>	.....	<input type="checkbox"/>	.....	
REMOTE LEARNING REMINDERS				

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.



FEBRUARY  
2021

MONDAY		22	TUESDAY		23	WEDNESDAY		24
6 <sup>th</sup> Grade In-Person			6 <sup>th</sup> Grade In-Person			All Grades Remote		
						Community Day		
<b>c.</b>			<b>g.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
<b>d.</b>			<b>h.</b>			TO-DO LIST		
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
<b>a.</b>			<b>e.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
<b>b.</b>			<b>f.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
STUDENT LIFE, CLUBS & ACTIVITIES			STUDENT LIFE, CLUBS & ACTIVITIES			NOTES		
	<input type="checkbox"/>			<input type="checkbox"/>				
	<input type="checkbox"/>			<input type="checkbox"/>				
	<input type="checkbox"/>			<input type="checkbox"/>				
MEETINGS			MEETINGS					
	<input type="checkbox"/>			<input type="checkbox"/>				
	<input type="checkbox"/>			<input type="checkbox"/>				
	<input type="checkbox"/>			<input type="checkbox"/>				
▼ REMOTE LEARNING REMINDERS ▼								

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

THURSDAY		25	FRIDAY		26	WEEKEND		27/28
7 <sup>th</sup> & 8 <sup>th</sup> Grade In-Person			7 <sup>th</sup> & 8 <sup>th</sup> Grade In-Person					
<b>c.</b>			<b>g.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
<b>d.</b>			<b>h.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
<b>a.</b>			<b>e.</b>			FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES		
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	1.
	.....				.....			2.
	.....				.....			3.
	.....				.....			4.
	.....				.....			5.
	.....				.....			
	.....				.....			
<b>b.</b>			<b>f.</b>					
PRIORITY	.....		TIME EST	PRIORITY	.....		TIME EST	
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
	.....				.....			
STUDENT LIFE, CLUBS & ACTIVITIES			STUDENT LIFE, CLUBS & ACTIVITIES			NOTES		
	<input type="checkbox"/>			<input type="checkbox"/>				
	<input type="checkbox"/>			<input type="checkbox"/>				
	<input type="checkbox"/>			<input type="checkbox"/>				
MEETINGS			MEETINGS					
	<input type="checkbox"/>			<input type="checkbox"/>				
	<input type="checkbox"/>			<input type="checkbox"/>				
	<input type="checkbox"/>			<input type="checkbox"/>				
▼ REMOTE LEARNING REMINDERS ▼								

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

NOTES:

A series of horizontal dotted lines for writing notes, spanning the width of the page.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	1	2	3	4	5	6
7	8	9	10	11	12	13
					End of Marking Period #3	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
	No Classes: Spring Break	No Classes: Spring Break	No Classes: Spring Break	No Classes: Spring Break	No Classes: Spring Break	No Classes: Spring Break

LONG TERM PROJECTS & PLANS

.....

.....

.....

.....

.....

.....

.....

.....

MARCH  
**2021**

MONDAY 1		TUESDAY 2		WEDNESDAY 3	
9 <sup>th</sup> & 10 <sup>th</sup> Grade In-Person		9 <sup>th</sup> & 10 <sup>th</sup> Grade In-Person		All Grades Remote	
				Community Day	
<b>c.</b>		<b>g.</b>			
PRIORITY	TIME EST	PRIORITY	TIME EST	TO-DO LIST	
<b>d.</b>		<b>h.</b>			
PRIORITY	TIME EST	PRIORITY	TIME EST		
<b>a.</b>		<b>e.</b>			
PRIORITY	TIME EST	PRIORITY	TIME EST		
<b>b.</b>		<b>f.</b>			
PRIORITY	TIME EST	PRIORITY	TIME EST		
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES		NOTES	
<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>			
MEETINGS		MEETINGS			
<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>			
▼ REMOTE LEARNING REMINDERS ▼					

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.



NOTES:

A series of horizontal dotted lines for writing notes, spanning the width of the page.





**GREENHILLS**  
School

850 Greenhills Drive  
Ann Arbor, Michigan 48105  
[www.greenhillsschool.org](http://www.greenhillsschool.org)  
P: (734) 769-4010  
F: (734) 769-5029