

2019/20

School Planner

Ballou Junior High
9916 136th St E
Puyallup, WA 98373
253-841-8725

This planner belongs to:

Name: _____

Homeroom: _____

P_{ersistence} **R**_{espect} **I**_{ntegrity} **D**_{etermination} **E**_{mpathy}

Monday		Tuesday/Wednesday/Thursday/Friday	
Period 1	8:40 - 9:30	Bruin Time	7:40 - 8:10
Period 2	9:34 - 10:18	Period 1	8:14 - 9:04
Period 3	10:22 - 11:06	Period 2	9:08 - 9:58
Period 4	11:10 - 12:36	Period 3	10:02 - 10:52
		Period 4	10:56 - 12:22
1st Lunch	11:06 - 11:36	1st Lunch	10:52 - 11:22
2nd Lunch	11:36 - 12:06	2nd Lunch	11:22 - 11:52
3rd Lunch	12:06 - 12:36	3rd Lunch	11:52 - 12:22
Period 5	12:40 - 1:23	Period 5	12:26 - 1:16
Period 6	1:27 - 2:10	Period 6	1:20 - 2:10

(Please note we will be moving to two lunches for the 2019-20 school year)

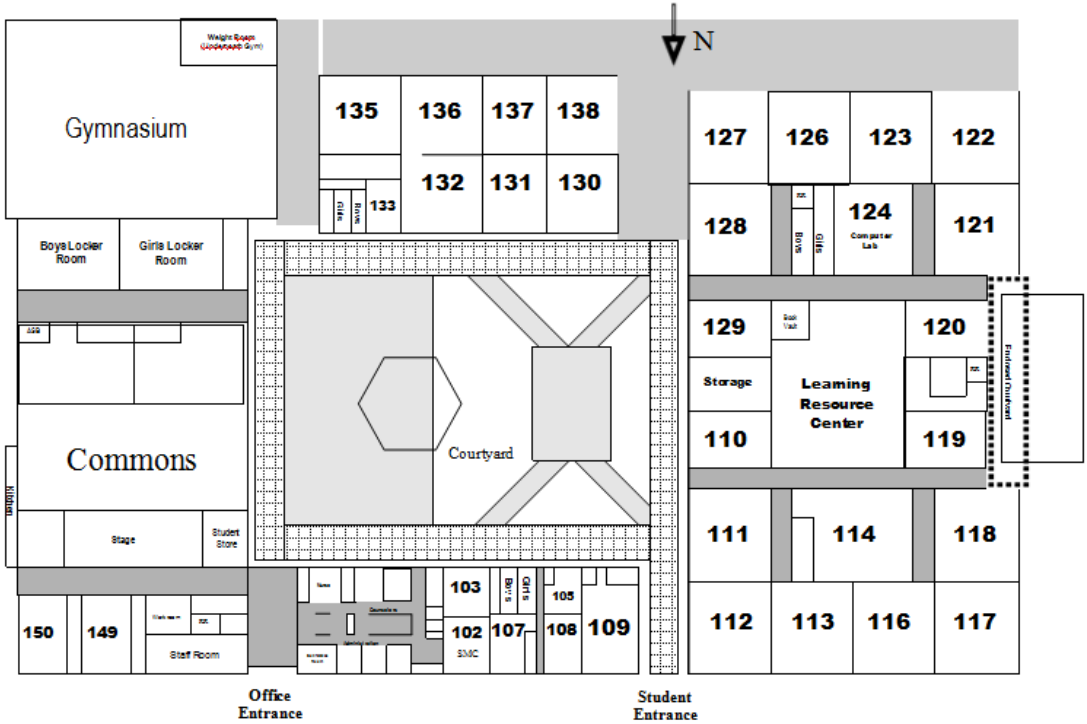
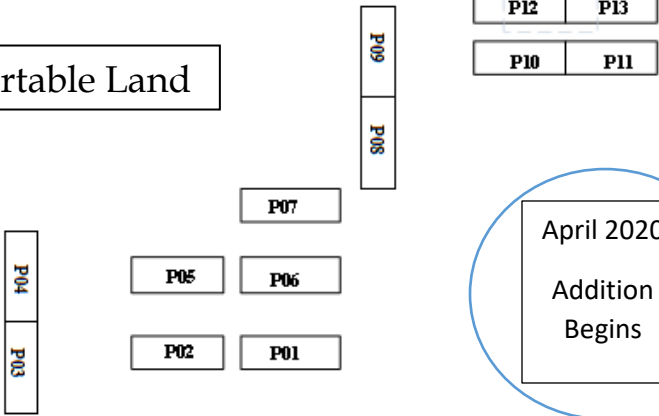
(Date to be determined)

Telephone and Personal Directory

Main Office	253-841-8725
Principal	Lisa Kusche
Assistant Principal	Sam Sharpe
Counselor (A-K)	Alicia Klinger
Counselor (L-Z)	Mark Cooksley
Office Manager	Ronda Kelderhouse
Attendance Secretary	Debbie Ferderer
Office Secretary	Amy Conner
Data Processor	Laura Barr
Security	Jesse Mafnas
Nurse	TBD
Athletic Director	Lisa Ferguson

Ballou Junior High Map

Portable Land



Welcome to Ballou,

Home of Bruin Pride!

Welcome to Ballou. The staff is very excited for the school year. We look forward to celebrating your successes. Ballou has a rich history of school P.R.I.D.E. As a part of continuing this tradition, we encourage you to get involved in the school, participate in activities, and bring a positive attitude to the classroom and beyond.

Please take time to share the information in this planner with your family so they can understand our expectations and procedures.

Sincerely, The Bruin Staff

BALLOU ACTIVITIES

Student activities and awards are designed to provide opportunities for increased student achievement, to foster school spirit, community involvement, and to recognize diverse accomplishments.

Athletics (7th and 8th Grade)

1st Quarter

Girl's Volleyball

Football

Girl's Cross Country

2nd Quarter

Girl's Basketball

Wrestling

3rd Quarter

Girl's Soccer

Boy's Basketball

4th Quarter

Track & Field

To be eligible to participate in athletics you are required to purchase an ASB card or pay the \$10.00 athletic user's fee (per sport), show proof of insurance, and have a current physical and concussion screening. There is an additional (athletic) transportation fee per sport. Sport clearance is completed online on the PSD Website and facilitated by our Athletic Director.

INTRAMURAL SPORTS (7th - 9TH Grade)

Intramural Sports are available to grades 7-9. If you have questions, please see the Athletic Director.

1st Quarter - Co-ed Volleyball

2nd Quarter - Girls Basketball

3rd Quarter - Boys Basketball

ACTIVITY BUS

All students are expected to go home immediately after school unless staying for a school sponsored activity or extra help from a teacher. Students who are staying after school *for a school related activity* may take the activity bus home. The activity bus runs Monday through Thursday and leaves Ballou at 4:30.

ASB CARDS

Students may join the Associated Student Body (ASB) for \$30. Memberships are sold throughout the school year. An ASB membership allows students reduced admission into most dances, participation in athletics and clubs, reduced admission into senior high games, and local business discounts. Because the money raised through the sale of ASB Cards supports student programs, students who participate in extra-curricular clubs or athletics MUST belong to Ballou's ASB. If you need a replacement card, there will be a \$3.00 charge for reprinting.

YEARBOOKS

The cost of yearbooks for the 2019/20 school year is \$25.00. Annuals may be purchased through January of the school year. If purchased after January, the price will be \$30.00. Yearbooks are distributed to students during the month of June. They are a great way to keep your memories of the friends and activities you have been involved with, at Ballou. Don't miss out!

ATTENDANCE PROCEDURES

Regular attendance is one of the keys to a student's educational success. Every subject taught in the school system requires a student's active and continuous involvement in order to develop skills and learning. Many classroom experiences cannot be duplicated on an individual basis.

On days that you are absent, your parent or guardian must call the school office (253-841-8725) to notify us. You will need to bring a note to school when you return if your parent has not contacted the Ballou office. Please make every effort to schedule appointments after 2:10. When you must leave school during the day, bring a note from your parent/guardian to the Main Office before school the morning of the appointment. You will be given an early dismissal pass to show your teacher before leaving class.

Late or Absent

Students must clear their absence/tardy with a note or phone call by a parent/guardian stating the date and reason for the absence/tardy. **It is preferred that the parent/guardian call the school attendance office on the day of the absence.** Please provide your name, the student's name, the reason for the absence, and a number where you can be reached. Call Ballou at (253) 841-8725 and select option 2 for attendance. Students may also bring a note to the attendance office upon return from their absence. Late arriving students must also check in with the office.

**For the safety of students,
parents/guardians need to bring ID with
them when picking up their child.**

Homework Requests

If the absence is for more than 3 days, assignments can be collected on request. Requested make-up work may be collected the following day after 2:30 p.m.

Planned Absence

A parent may request (with a note) a planned absence for their student. (Forms are available in the Main Office) Assignments may be requested ahead time. The principal will review all planned absences.

Excused Absences

Absences due to illness or a health condition; a religious observance, when requested by a student's family; school-approved activities; family emergencies, required by law, disciplinary actions or short-term suspensions shall be excused.

Unexcused Absences

Absences are considered unexcused if (a) no parent/guardian phone call or written note is received by the office within a reasonable time, (b) the reason given does not meet the condition of an excused absence, or (c) in secondary, when a student misses ten minutes or more of a class period without teacher or office permission or fails to report to where he/she is directed. **Unexcused absences will result in disciplinary action.** Every effort must be made to get students to school who missed their bus. **Arriving to school on time is a student/family responsibility.** A missed bus, missed ride, traffic conditions, weather conditions or car problems are not valid excuses for an absence or tardy. Students who do not arrive with a note or phone call will be called down to the office upon returning from their absence to clear the

absence. If the absence is not cleared within 24 hours, progressive discipline will be applied.

Tardy Policy/Unexcused Tardies

Students need to be in class on time. Students who are excused must have a signed planner, hall pass, or admit slip.

1st – 3rd Tardy

Verbal Warning, Parents may be informed

4th – 7th Tardy

Students will be assigned Lunch Detention, Parents may be informed

8th – 10th Tardy

Students will be assigned After School Detention, Parents may be informed

10+ Tardies

In-School Suspension, Phone call home, Parent conference may be held, Progressive Discipline

Random Hall Sweeps may be conducted – tardy students may be issued a lunch detention. Unexcused Tardies will accumulate through the end of each semester. Incentives for no tardies may be offered.

EARLY RELEASE PROCEDURES

The student should bring a note to the attendance window before school starts to receive an Early Release pass. The note must be signed by the parent/guardian indicating the time of release and the reason. If a student is to be released to someone other than the parent/guardian listed on the enrollment card, or if the student is to walk home, it must be indicated on the note. If an early release has not been pre-arranged, the student will be released from class when the parent/guardian arrives at the school office. **Please allow 10 minutes for an office assistant to get your student from class for you.** All students must be signed out through the office. If a student returns to school on the same day, they should come to the office and record the arrival time.

BICYCLES AND SKATEBOARDS

All students are required to wear approved bicycle helmets when riding their bikes to school. Students are not to ride bikes or skateboards on campus. Lock bikes up in the area behind the music building.

ELECTRONIC DEVICES



Students are not allowed to use electronic devices such as: cell phones, MP3 players, iPods, CD players, video games, or other devices during class time. These devices need to be put away before students enter class. Admin reserves the right to limit device (1:1) & other electronics during lunch.

Students will not use telecommunication/electronic devices to harass other students or staff, to bully other students, or to disrupt the educational process, including but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. (See Student Electronic Rights and Responsibilities: H.I.B)

We do not assume any responsibility for damage, loss or theft of your personal belongings.

1. Students using devices (ie: cell phones, etc.) or students with devices which cause a disruption during the school day will have the devices confiscated by school staff and secured in the office.
2. Confiscated items will be brought to the Office as soon as possible to be secured and logged.
3. There is progressive discipline for each of the violations.

CLOSED CAMPUS

Ballou Junior High is a closed campus. Students may not leave during the day without permission from the administration/main office. If you leave campus during the day for any reason without checking out, your absence will be considered unexcused and subject to disciplinary action.

CAFETERIA CONDUCT

Students are not allowed to sell, trade, or give lunches to other students.

All food and beverages must be consumed in the cafeteria. No food/beverages are allowed in the courtyard, hallways or classrooms. (Exception: quiet room: detention room)

1. Remain seated for first 20 minutes.
2. Cutting in line or giving cuts will result in lunch duty and/or lunch detention.
3. Students may not sit on the tables or on the stage.
4. Ballou PRIDE means that we pick up after ourselves: Respect the commons.

OFFICE CONDUCT

Students should be quiet and courteous while in the office. The office phones are not to be used by students without permission. Always ask permission before heading back to an office.

PASSING TIME AND HALL/BREEZEWAY CONDUCT

For the safety of students and in order to maintain conditions conducive to learning, certain rules have been established for hallways and breezeways. It is the responsibility of each student to maintain these rules with respect and courtesy for other individuals:

1. Walk immediately to the next class.
2. Think safety and Ballou PRIDE.
3. Stay to the right and keep moving in order to avoid congestion and traffic barriers in our crowded halls. Stay off the courtyard lawn.
4. Help keep Ballou litter free.
5. Cooperate with any staff member and identify (your name) when asked.

COUNSELING

Your counselor wants to help with your academic and social/emotional needs. Should you want to see a counselor, stop by during your lunch, or before or after school and fill out an appointment form. During class time it is necessary for you to get permission from your teacher before coming to the counselors' office.

FINES

Fines will be charged when a student loses or damages school equipment, property or materials. Transcripts will not be sent until all fees or fines are cleared. Ninth graders must have textbooks & devices turned in and all fines paid (or plan) prior to purchasing Ninth Grade Dance tickets. Yearbooks will not be distributed until the last day of school if textbooks & devices are not turned in and all fines are not paid.

DRESS AND APPEARANCE

No hats or head covering may be worn in the building during school hours, except for school authorized special events; such items must be stored in lockers or backpacks once a student arrives on campus. The uniforms nationally recognized youth organizations and clothing worn in observance of students' religion and clothing or items worn due to medical reasons are not subject to this policy. (For full Dress and Appearance rules, see Student Electronic Rights and Responsibilities)

LIBRARY POLICIES & MISSION

The Ballou Library is open before and after school for checkout, renewals, and returns. During class time students must have a pass from their teacher to come to the library. Students may come to the library during lunch if a class is not in session. All library books are checked out for a period of 15 school days. Students are responsible for returning a book by the date stamped in the front of the book. The library charges \$.10 per school day for overdue library books. Overdue books and fines of \$3.00 or more will prevent a student from checking out materials until the matter is resolved with the librarian. A student who loses a library book or damages it beyond repair will be charged the replacement cost of the book (book cost, processing, and cataloging). Students are encouraged to speak to the librarian about any special circumstances related to overdue fines or replacement charges. The Ballou Library strives to help students become effective users of information and to develop a love of reading!

LOITERING

School hours are from 7:10 a.m. to 2:10 p.m. Students are expected to leave campus promptly at the end of the school day unless they are attending a supervised activity, such as: a school event, participating in an extra-curricular activity, or meeting with a teacher. Students are expected to make arrangements to leave campus promptly at the completion of their supervised activity. Students are not to loiter on school grounds. Students may not return to campus for any reason, including use of the activity bus. Violators of this policy will lose the privilege of staying after school and will be subject to disciplinary action. If you are waiting for a sibling to be released from Firgrove, you may, with Admin approval, wait out front of Ballou.

ACADEMIC SUPPORT

Teachers are available for special help before and after school. Students should make an appointment with their teacher to get extra help. Most teachers have open door policies to get help. Homework Club will be offered twice a week.

NURSE'S OFFICE

If you become too ill to stay in class, ask your teacher for a pass to the nurse's office. The nurse will evaluate your condition. Students may not leave the building because of illness without permission. Students who do may be subject to discipline. If the nurse is not in, students may see one of the office secretaries. All accidents must be reported promptly to the teacher in charge and to the nurse. Parent/guardian will be notified if an



injury occurs. Any medication, prescriptive or over-the-counter, that is to be taken at school must be checked in at the nurse's office. Physician's orders and written parent/guardian permission are required. Standardized forms for physician orders/parent permission are available at school. If you need to call home, please get permission in the Health room.

SCHEDULE CHANGES

Schedule changes will only be considered if a student is missing a required class, has an incomplete schedule, or has been misplaced in a class. Contact your counselor.

SCHOOL SPONSORED EVENTS

Students at all school sponsored events must follow the Puyallup SD rules and regulations and are subject to the authority of school district employees whether the event occurs on or off school grounds. *Students who are absent or have been suspended from school may not attend after school or evening events.*

SECURITY

Maintaining a safe school environment requires the help of everyone. If you see someone who does not belong at Ballou, or if you have information about a theft, crime or vandalism, please report it to the office or to our security officer. Please do not bring money or valuables to school. *We do not assume any responsibility for lost, broken or theft of your personal belongings.*

STUDENT SENATE (ASB)

The Student Senate consists of the student body officers and elected representatives from designated classrooms. The Senate meets approximately once a month to discuss and vote on school affairs and disbursement of ASB funds. The Senate also plans various projects during the year and acts as a liaison between faculty, administration, and the student body. Among other duties, all members of the Student Senate are expected to keep their classroom advised of current school affairs and assist their classroom teacher with ASB activities.

SCHOOL DANCES



School dances are planned through the Leadership Class and held periodically throughout the year. In order to increase the enjoyment at school dances, the following guidelines have been developed:

Dress for school dances shall be regular school clothes, unless otherwise announced prior to the dance. Only Ballou students may attend the dances. Dances will be held after school from 2:15pm to 4:00 p.m. There will be

no evening dances. Students should be prompt in attendance and will not be permitted into the dance after 2:30 pm. Students are not allowed to leave the dance and re-enter without parent/guardian pick up.

All rules and regulations of the PSD apply to dances. Students who are absent or are serving a suspension on the day of the dance may not attend the dance.

NINTH GRADE DANCE

Each year during the last week of school, Puyallup's seven junior highs sponsor an evening dance for ninth graders. Formal wear is allowed but not required. This is a semi-formal occasion. Jeans and shorts are not allowed. The Ninth Grade Dance is ONLY for ninth grade students attending a junior high school in the Puyallup School District. Students must attend school the day of the dance. All fees, fines and disciplinary issues must be cleared prior to the dance.

TELEPHONE USE

Office telephones are for school business and are not available for student use except in the case of an emergency. The office phones are not to be used by students without permission.

TEXTBOOKS

During the first week of school students will check out a set of textbooks from the library. Students are responsible for the care of the books checked out to them. Students who lose or destroy books will be fined the total replacement cost.

VISITORS & DELIVERIES

Students are not allowed to bring visitors to school. Deliveries to students should be dropped off in the Main Office. Balloons and flowers etc., are not allowed in classrooms and can be picked up from the office at the end of the school day.

1 TO 1 DEVICES

All students issued a PSD 1:1 device are responsible for any damages to the device. Annual P3 Insurance is available and encouraged. Insurance DOES NOT cover a lost/stolen device. Insurance DOES NOT cover costs associated with unauthorized downloading of programs (including but not limited to games). A Library Professional Technician is available to help, after you first call EdTec at 253-841-8600. Students will receive direct instruction on how and when to use their device.

HOME ACCESS CENTER

Home Access Center will give you access to your student's attendance and the ability to update phone numbers and email addresses.

<https://homeaccess.puyallup.k12.wa.us>.

SCHOOLGY

Schoology is the PSD Learning Management System. Teachers, students and parents all have access to Schoology. Teachers will post grades, lessons, calendar items and content in Schoology. Students will access content, assessments and even upload quizzes and tests to Schoology. Schoology is located on the PSD website under the families tab.

SCHOOLGY ETIQUETTE

Schoology Etiquette Rules:

- When posting/messaging on Schoology, make sure the information is RELEVANT AND IMPORTANT. Ask yourself: Is this question/information related to school?
- Do NOT use Schoology to say "Hi" to your friends, share random personal preferences such as favorite ice cream flavor, post unrelated videos/memes, etc.
- Schoology should be treated as a professional place to take care of school business and any posts/messages should model that idea.
- Check Schoology regularly especially the calendar. Be on the lookout for upcoming due dates, upcoming events, and important messages from teachers and the school.
- Check your grades. The end of the semester is too late to improve your grades. Make sure you watch your progress and make adjustments early in the year.

Before You Post

THINK



T - is it True?

H - is it Helpful?

I - is it Inspiring?

N - is it Necessary?

K - is it Kind?



PSD Junior High

1:1 Student Technology Device Agreement



Introduction: Each junior high student in the Puyallup School District will be receiving a laptop which the student is to use as a tool to increase their learning in the classroom. Although the student is allowed to use this device throughout the school year and future years, the device belongs to the Puyallup School District and will need to be returned when requested. The student must comply with all Puyallup School District policies and rules while using their laptop. A violation of any of these policies could result in a loss of network privileges, loss of right to use the device, or appropriate discipline, up to and including suspension or expulsion.

Expectations: Students need to understand the first priority of these devices is for **EDUCATIONAL PURPOSES**.

- **Students may not:**
 - Disrupt the educational process of the classroom through non-educational use of the device
 - PLAY GAMES ON THEIR DEVICE DURING SCHOOL HOURS
 - Endanger the health or safety of themselves or anyone else through the use of the device
 - Invade the rights and privacy of others at school through the use of the device
 - Engage in illegal or prohibited conduct of any kind through the use of the device
 - Violate the conditions and rules of acceptable use of electronic network/technology
 - USE THEIR SCHOOL DEVICE TO CHARGE PERSONAL ELECTRONICS
 - Use their device in the commons (lunch room) while food is present – before school and during lunch
- **Maintenance of device:** Student must keep the device in good and working condition. In addition to following manufacturer's maintenance requirements, students should:
 - Use a clean, soft cloth to clean the device's screen. No cleansers of any type should be used
 - Insert and remove cords and cables carefully to prevent damage to connectors
 - Not write or draw on the device or apply any stickers or labels that are not property of the district
 - Handle the device carefully and ensure others do the same
 - Not leave the device in places of extreme temperature, humidity, or limited ventilation for an extended period of time
 - Secure the device when it is out of their sight. The device should not be left where someone else might take it
 - Use the protective carrying case with the device. When not in use the device should be IN ITS SLEEVE including when the device is in the student's bag
- **Daily Use of Device:** Unless otherwise instructed, the device is intended for use at school every day. Students are permitted to use the device at home for school work, but they are responsible for bringing it to school every day, fully charged. **CHARGING IN CLASS WILL NOT BE PERMITTED!**
 - Students will be able to charge their device before school and at lunch in the library
 - Please see a teacher if charging at home is a concern and an alternate option is needed
- **No Unauthorized Software or Data.** Only legally licensed software, apps, media, or other data is permitted on the 1:1 device. Students will not download software, apps, media, or other data (including songs, photos, or



- videos) without a district employee's prior approval. Students will not replace the manufacturer's operating system with custom software or remove or modify the district-installed device configuration.
- **No Right to Privacy.** The devices are district property; therefore, the district may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if the device may have been used for an illegal purpose.



Are you Distracted? When the teacher or someone else is talking then you should **TILT YOUR COMPUTER SCREEN.** This will help prevent any distractions from your computer.

Classroom Use: Each classroom will have a green, yellow, and red sign (shown below) posted in their room. This will be used to let students know if their device will be needed at the beginning of class.

- Green (Yes): Each device should be out at the beginning of class. Each student should log in. The teacher will provide instructions on what you should be doing with the device:
 - Teachers will indicate whether they want you to set the device aside for later use during the class period, or teachers will give you instructions on what you should be doing on the device.
- Yellow (Your Choice): The teacher will give each student specific instructions on what the device can be used for. **REMEMBER: THE DEVICE IS FOR EDUCATIONAL PURPOSES ONLY**
- Red (No): The device should stay in the sleeve in the students' bag.



Troubleshooting:

- Step 1: Try These Tips
 - Try another way to do the same thing
 - Make sure the device is connected to PSDWireless
 - Reboot (Restart) device
- Step 2: Seek Help
 - Post a relevant question in your school's Tech Support Schoology Group
 - Ask a Tech Squad member
 - Ask a teacher
- Step 3: Final Tech Support
 - Ask the Library Technology Para for support which could lead to...
 - A computer swap – A working computer will be provided while the broken computer is sent to EdTec



Disclaimer: These guidelines may change or new guidelines may be added to reflect the needs of each student and the learning process.



PSD Junior High Media Agreement



I will...

• Stay Safe

- I will not create accounts or give out any private information – such as my full name, date of birth, address, phone number, or photos – without permission
- I will not share my passwords with anyone other than my family. I will ask for help with privacy settings if I want to set up devices, accounts, or profiles.
- If anyone makes me feel pressured or uncomfortable, or acts inappropriately toward me online, I'll stop talking to that person and will tell a family member or staff member I trust about it.

• Think First

- I will not bully, humiliate, or upset anyone online or with my phone – whether through sharing photos, videos, or screenshots, spreading rumors or gossip, or setting up fake profiles – and I will stand up to those who do.
- I know that whatever I share online or with my cell phone can spread fast and far. I will not post anything online that could harm my reputation.
- Whenever I use, reference, or share someone else's creative work online, I will give proper credit to the author or artist.

• Stay Balanced

- I know that not everything I read, hear, or see online is true. I will consider whether a source or author is credible.
- I will help my family set media time limits that make sense, and then I will follow them.
- I will be mindful of how much time I spend in front of screens, and I will continue to enjoy the other activities – and people – in my life.

Puyallup School District Student Rights and Responsibilities 2019-20 will be uploaded to all 1:1 Devices. This information can also be found on the Puyallup School District Website. <https://www.puyallup.k12.wa.us>



GRADE PERCENTAGES	GRADE LETTERS	GRADE POINTS
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
60-66	D	1.0
59 & below	F or E	NO credit
CR = Credit (do not calculate)		

GOAL: _____

<p>S Specific</p>	<ul style="list-style-type: none">• What do I want to accomplish?• Why do I want to accomplish this?• What are the requirements?• What are the constraints?	
<p>M Measurable</p>	<ul style="list-style-type: none">• How will I measure my progress?• How will I know when the goal is accomplished?	
<p>A Achievable</p>	<ul style="list-style-type: none">• How can the goal be accomplished?• What are the logical steps I should take?	
<p>R Relevant</p>	<ul style="list-style-type: none">• Is this a worthwhile goal?• Is this the right time?• Do I have the necessary resources to accomplish this goal?• Is this goal in line with my long term objectives?	
<p>T Time-Bound</p>	<ul style="list-style-type: none">• How long will it take to accomplish this goal?• When is the completion of this goal due?• When am I going to work on this goal?	

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