

Home Learning Guidelines

Bright Horizon Academy • Student

**As a student, what are my responsibilities?**

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|  | Check JupiterEd for assignments by 9 AM everyday, Monday through Friday.  |
|  | Make a plan for working on daily assignments for each course. Assignments should be completed and turned in by 3 PM via JupiterEd Monday through Friday. |
|  | Your teacher(s) are available for support, explanation, & answering questions. Be sure to email by 12 noon to receive a response by 2 PM. if you have any questions or are unsure what to do, make sure to communicate ASAP.  |

**As a student, what can I do to stay organized?**

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|  | Start your Home Learning Day early, and turn in all assignments on time. Waiting until late-morning to start your work adds unnecessary stress. |
|  | Divide work-time into manageable, 30-40 minute sessions. It’s a lot easier to stay focused! It’s also okay to take a short break, but remember to finish your work! |
|  | Complete the work for the class that you find the easiest first. Check it off your list, and then concentrate on the items that may require more time or effort. |
|  | Don’t hesitate to ask teachers questions! Use Jupiter for the fastest replies.  |