

# KOLBE ACADEMY QUICK START GUIDE

## **St. Maximillian Kolbe's Prayer**

*Immaculata, Queen and Mother of the Church, I renew my consecration to you this day and for always, so that you may use me for the coming of the Kingdom of Jesus in the whole world. To this end, I offer you all my prayers, actions, and sacrifices of this day. Amen.*

## **Organization**

- Make sure that each student has a clear study space.
- For each student, fill a name labeled binder with the necessary course plans. Dividers for the different subjects is helpful.
- Place the attendance sheet in a location where each day you can check off attendance.
- Line up the books with the course plans and get to work.

## **Day 1**      Begin with prayer.

Work on the Math and Language Arts first or when attention span is at its best. If the other subjects are neglected for a day or two, catching up is not difficult.

Work with the older students first, because they may need assistance getting started, but they should be able to work independently most of the time.

## **Approximately 2 Weeks Later**

This is a good time to check in with your advisor, especially if you have any questions or concerns. You may contact your advisor directly or schedule an appointment online to meet with them.

For help contacting your advisor or scheduling an appointment online, call 707-255-6499 ext. 5, e-mail [advisors@kolbe.org](mailto:advisors@kolbe.org), or use the "Live Chat" feature on our website.

## **Over the Course of the Quarter or Semester**

Review the entire Home School Welcome Packet and articles included therein.

Keep an eye out for your students' exceptional assignments that may be submitted with the report card grades.

## **End of the Quarter or Semester**

Pull out the Reporting Checklist, Report Cards and Attendance Sheet forms. Follow the directions on the Reporting Checklist and send to Kolbe Academy