

Organization

Why?

There are many changes that take place in middle school and being organized will help this transition be a smooth one for students and parents. **Learning how to be organized will take time, energy and practice.**

Classroom Expectations & Grading

At the start of each year, teachers communicate with students about their grading policies, course expectations and supplies needed for a successful year.



Agenda

All students need to purchase an agenda's in the beginning of the year. The cost is \$5.00; you can purchase them before school starts at our Student Orientation or in the Main Office when school is in session. Students are encouraged to use them. Using an agenda helps develop good habits.

- It is important for students to write down homework **EVERY** day for **EVERY** period.
- When there is no homework students are encouraged to write none or to cross out the box to indicate none.
- Don't rely on your child's word follow-up by looking at their agenda every day. It is parents that help us ensure that students are using their agendas properly and doing their homework.
- Students should check off the assignments as they are completed.

- Agenda's can be used as a guide to know which books, binders and papers need to come home.



Stamping?

Most of our teachers here at BF stamp agenda's once homework is completed. If you check your child's agenda and don't see stamps then you should follow up with the teacher. This could mean that your child is **NOT** doing their homework assignments.

Where to do homework?

Students at this age need well defined boundaries and structure. Knowing where and when to do homework is a must. Students should be doing their homework in a quiet place with minimal distractions. There should be plenty of space to spread out books and paper. Short breaks are good, as the attention span after being in school for 6+ hours is difficult for any person. Homework is a priority and should be started soon after getting home from school. Utilize after school help from teachers on campus, when available.

Where do assignments go?

Once an assignment is completed, it should be checked off in the agenda and put in their binder. This eliminates time spent looking for assignments the next morning.

Organizing tools

Our teachers understand that this transition to Middle School is difficult at times. Every student is required to have a binder with **three** tabs for each class. We have developed a uniform way of organizing assignments for each class.

For each class students should have:

- **1st tab- Warm-up's**
- **2nd tab- Current Work**
- **3rd tab- Returned work**

These tabs are very helpful if utilized daily.

Textbooks!

Know which books stay home and which ones need to come to school. Backpacks can become unnecessarily heavy.

Organizing for Tomorrow



Being organized for school is just part of the equation. However, it teaches skills that can be applied to other areas in life. When a student learns what being organized looks like, they will be able to use those skills for adulthood. It's encouraged to make it a family task. Keep in mind that organization is a learned skill. Parents don't hesitate to show them how it's done!

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Tips!

- Check in with your child EVERY DAY and follow-up with teachers through email or phone calls.
- Make a parent account on Engrade to check your child's grades.
- Clean out and organize your child's binder and backpack weekly basis. This will help keep papers under control.
- Organize other areas that are used for school: Homework station, room, lockers, ect.
- Help out! This is a learned skill your child needs your help.