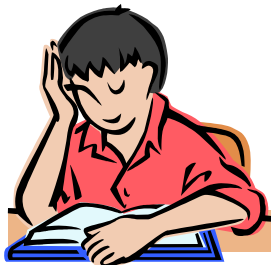


How do organizational skills and using the academic planner help your child?

STUDENTS...

- ◆ Know what to do...keep track of homework, projects, tests, quizzes.
- ◆ Are prepared for school and daily instruction.
- ◆ Are more productive during homework sessions.
- ◆ Experience less academic frustration.
- ◆ Have confidence to attend school each day.
- ◆ Are better able to manage a nine period day.
- ◆ Are better prepared for their future education and the world of work.
- ◆ Gain confidence in their growing level of independence.
- ◆ Are able to carry out their responsibilities and meet with success.
- ◆ Can use their locker more effectively.
- ◆ Will be better equipped to manage their time.



SHAKER JUNIOR HIGH SCHOOL

Parents Checklist for Developing Organizational Skills and Using the Daily Academic Planner

- ◆ Purchase the **required supplies** for each class. Do not purchase extras that tend to add weight to backpacks and crowd lockers.
- ◆ Ask your child to **explain how they use their notebooks, text books, folders, and other supplies for each class**. Check that they are able to follow what is required in each class and assist them as necessary.
- ◆ All of your child's classroom **supplies** should be **color coded** to assist in student recognition of each subject's supplies and the development of organizational skills.
- ◆ Follow the teacher's directions regarding how class materials will be used. Every teacher has an **organizational system** to follow for their class.
- ◆ Check that your child is writing the complete assignment in their **daily academic planner** for every subject. When no homework is assigned, your child must write no homework.
- ◆ Students must **clean out their backpack every day**. Parents should check backpacks daily at the beginning of the year and weekly as students demonstrate academic success.
- ◆ Students must **organize their papers** for each subject **every day**. Look through the planner, notebooks, books and folders for loose or miss filed papers and have student file them correctly.
- ◆ Completing **homework** in the **same location** each day assists with the development of organizational skills.
- ◆ Come to school after hours with your child to check the **organization** of your child's **locker**, especially if they are challenged with the development of organizational skills.



Welcome to Shaker Junior High School

A P A R E N T S ' G U I D E
T O H E L P I N G Y O U R
C H I L D D E V E L O P
O R G A N I Z A T I O N A L
S K I L L S A N D U S E T H E
A C A D E M I C D A I L Y
P L A N N E R



Solid organizational skills are a necessary foundation for students to meet with academic success. Experience has taught us that all students benefit from their parent's assistance in this area as they transition to a busy day in Junior High School.



The Importance of Organizational Skill Development and Using the Academic Planner

Students enter junior high school with varying ability to stay organized and to manage all of their papers and supplies. Students travel to nine classrooms each day requiring them to keep track of multiple assignments, papers and supplies. Students MUST develop strong organizational skills to manage their growing academic responsibilities. ALL students need their parents to guide this process especially through the first ten weeks of school. Some students will need assistance from their parents all year long. This is not the time to let them test their growing sense of independence or go it alone.

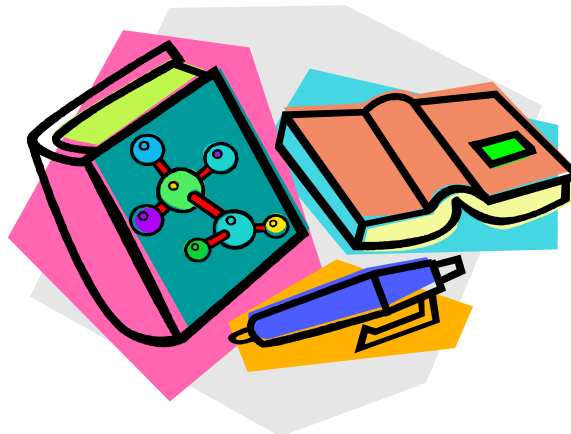
REMEMBER, starting junior high school is a significant transition as students must accept and be responsible for many academic demands. A successful start with parent support will help build success, confidence and independence in the future. **Check your child's planner, backpack, notebooks, folders and other supplies daily.** Come into school to check your child's locker. If your child is challenged organizationally, be patient with the process of helping them to develop these necessary skills. Students who are challenged organizationally will need daily assistance from parents. When your child demonstrates organizational skill success, they will be able to work more independently. Students who struggle with organizational skills are most often faced with the challenge of succeeding academically.



Students must keep track of daily assignments, classroom supplies and use the academic planner.

Using the Daily Planner

- ⇒ **Students must record every assignment** in their academic daily planner under the proper day and subject area. When no homework is given, students are instructed to write no homework.
- ⇒ All **teachers guide students** in recording assignments in their planner.
- ⇒ Students must **refer to their planner at their locker at the end of each day** to pack all necessary supplies to complete homework.
- ⇒ Students must **refer to their planner throughout their homework session** to complete all necessary work.
- ⇒ Students need to **keep track of long term assignments, projects, tests and quizzes** with due dates in their planner.
- ⇒ Students must **take proper care of their planner** to ensure that it will last all year.
- ⇒ Students must not tear completed pages out of the planner.
- ⇒ Students must not write in another student's planner or destroy their own with distracting notes and/or drawings.



Check your child's planner, backpack, notebooks, folders and other supplies daily.

HOMEWORK BUDDY...

Students may want to have a friend that they could call to verify assignments if they have a question when they come home from school.

LONG TERM ASSIGNMENTS...

Parents can help students break down assignments into manageable parts. In addition, parents can help their child manage their time to complete and to submit long term projects on time that are neat and complete.

HOMEWORK ROUTINE...

Follow a daily homework routine to complete all assignments. The planner is used by all students each day to record all assignments, long term projects, tests and quizzes.

WHEN YOU'RE ABSENT FROM SCHOOL...

All students must make up work when they are absent from school. Students should see their teachers to obtain assignments when they return. If a student misses more than two days of school, their parent must contact the hall office to ask for work which can then be picked up in the main office at the end of the school day.

PARENTS ARE ENCOURAGED TO CHECK THEIR CHILD'S PLANNER AND COMPLETED HOMEWORK ASSIGNMENTS EACH DAY. IN ADDITION, PARENTS CAN MONITOR THEIR CHILD'S PLACEMENT OF HOMEWORK INTO THE PROPER FOLDER OR BINDER FOR EACH CLASS.

A PARENTS' GUIDE TO HELPING YOUR CHILD DEVELOP ORGANIZATIONAL SKILLS AND USE THE ACADEMIC DAILY PLANNER

