Organization-the key to SUCCESS!!!!

Tips to help your child stay organized:

1. **Routines** are extremely important...Each day have a routine that you and your child follow. Begin with the time you all wake-up and what is expected of each household member to get everyone ready for school and work, and out the door on time!!

2. **Backpack check in** - each day after your child arrives at home, ask him/her to explain what they have for homework. Occasionally, ask them to empty their backpack so you have the opportunity to help them clean it out and find missing assignments or notes that you should have received earlier.
   Make sure the backpacks are organized the night before; have all books and assignments packed and ready for the next morning. You should not have to scramble around looking for missing items two minutes before the bus arrives. This should be your child's responsibility, but you might need to oversee the process to make sure the bag is carefully put together.

3. **Binder clean out** - At least once a week, sit with your child for 10 minutes and check through his/her binder. All papers should be filed in the correct section and should also be facing in the correct direction. If you don't already have one, invest in a 3-hole puncher (you can buy them at Staples or CVS), and a box of reinforcements to fix papers that have ripped holes. Your child should be able to figure out where the papers should go and put them in the appropriate place. This will ensure that your child has his/her assignments when a teacher asks for them.

4. **Communication** - Try to discuss school on a daily basis. Ask your child about his/her classes and homework assignments. If you're unsure about an assignment, you can check Schoology and look at the calendar to see what homework and long-term assignments are due. If your child knows you are checking in, they will be more apt to live-up to your expectations and follow through on their own. Also make sure you contact the school and/or a particular teacher if your child is confused or experiencing any difficulties.