**TIPS for TEENS**

Organization, Preparation, and Follow-Through

**Organization Tips for Teens at School**: Organization is a major educational issue for students as they progress through their academic careers. Organization is, however, especially important during High School. Students have more teachers, different classes, more reasons to develop a set of routines for home and school in order to promote success.

**Tips for Preparing for School**: Preparing for the next day’s agenda the night before is helpful. Once an assignment is complete, place it in the “back to school” side of an organized binder. A binder, generally, should be broken up in to five parts: Notes instructed by the teacher and/or initiated by the student, Literacy Strategies/Formulas, Essential Vocabulary for each unit, Student Practice (Classwork/Previous HW), Tests and Quizzes. Assignments going home should be in the Left side Pocket of the binder. Assignments completed and coming back to school should be in the Right side Pocket of the binder. Students should read over notes/texts nightly, even if it hasn’t been assigned. A calendar and/or agenda book may be set up hourly/daily/weekly for individual support. \*Preparing for school also includes setting up clothing and other necessities (which will be used the next morning) the night before to save time and to make sure that school dress code concerns are alleviated.

**Locker and Planner Tips**: Students entering High School begin using their lockers more frequently to store their books, school materials, lunches, and clothing. Students should write down their combinations in a planner and leave a copy of the locker numbers and codes at home. Students should carry their planners at all times. Students should NEVER share their lockers or their planners. Students should organize their lockers so that they may easily access materials needed between passing periods. A class schedule should be taped to the inside of the locker. Clothing should be hanged on hooks while shoes and backpacks should be placed on the bottom of their lockers. Students should always place said items in the same positions to reinforce organization and structure.

**Classroom Tips**: A key element of being organized is keeping focused in class. This includes taking good notes during instruction, during group work, and during individual lesson practice. Writing down assignments in the agenda book or planner should be a self-expectation (questions should be clarified with teachers at this time, as well). Hand-outs and practices should be placed in the binder behind the appropriately sectioned tabs.

**Homework Tips**: A main organizational problem for students is keeping track of and completing homework assignments. To reiterate, homework practice assignments should be written down in the agenda/planner on the calendar. Upon completion the homework should be placed in the “back to school” pocket of the binder and notes, study guide sheets, and vocabulary should be placed back in the folder behind the appropriate section/tab. Students should begin homework at the same time daily- as to create self-expectations. Daily assignments should be completed first. Long-term assignments should be worked on in increments, not saved for the night before they are due. A second calendar of due dates should be kept at home. A parent or guardian should be actively involved in checking homework. If parents/guardians are not involved in educational expectations for their child(ren), it will not reinforce the need for students to learn the structure. The structure/Daily Agenda builds self-reliance and responsibility. So it is imperative for parents/guardians to be partners with their child’s/children’s school(s).