

ORGANIZATION/RESOURCES

At Home

Find your space- Good lighting, even temperature, comfortable

Schedule a specific time- to establish a routine

Be prepared- have all needed supplies stocked

No disturbances- Phone calls, television, internet, etc.

At School

Library- quiet individual study, research

Academic Center- tutorial assistance, individual and group study, availability of materials

Computer Lab- research, papers/report writing

Writing Center- English teacher available for assistance in writing

Teacher Time- Schedule a mutually convenient free period for extra help

LRT/ALRT- special education programs that provide services to IEP students

METCO Tutor- Individual study sessions

Tools Needed For Organization

Assignment Book

Calendar

Working Notebook- A 3 ring binder filled with lined, along with a 3 hole punch and zippered pencil case for taking to school on a daily basis

Reference Notebook- A 3 ring binder to keep at home with dividers. It may contain such things as a personal spelling list, samples of equations and how to solve them, a list of transitional words and phrases used in writing, informational sheets from teachers such as, "how to" write essay, bibliography, lab report, etc.

Reserve Notebook/Folders- To store notes, papers, etc. that are not currently needed, but will be needed for a test later on. Each folder or section needs a cover page that lists the dates of the materials, a list of contents, and a summary of the main points of that topic.