

*Organizing For Success

*Organization is a Life Skill



"Ms. Jennings, have you seen my
'ORGANIZATION IS THE KEY TO SUCCESS'
poster?"



[Video source: HumanRelationsMedia](#)

*Check This Out

*The Basics

- *You won't be scared if you are prepared!!!
- *Do you have Everything you need for school???
- *To be organized you need to have the right tools
 - *Planner
 - *Binder/a home for all the papers
 - *Notebooks/Journals
 - *Backpack
 - *Paper, pens, pencils
- *(A list will be sent over the summer)



*Planner Use

*Daily Assignments, Quizzes & Tests -

- * Write each assignment under the date it is assigned
- * For a long term assignment also write it on it's due date
- * Beside each assignment, write the date it's due
- * Check off/highlight each assignment when it is complete
- * Write in all quiz and test dates (put a star in front of these)
- * Write something for every class every day

*Projects and Papers -

- * Break large projects and papers into more manageable parts
- * EXAMPLE:
 - * MON - Do Research
 - * TUES - Do Outline
 - * WED - Write 1st draft
 - * THURS - Finish Paper

*Planner Page Example

2012 SEPTIEMBRE		SEPTEMBER		DID YOU KNOW? The first semi-permanent settlements appeared in Florida around 5000 B.C.	
MONDAY lunes SEPT 24		TUESDAY martes SEPT 25		WEDNESDAY miércoles SEPT 26	
MATH	Review Study Guide for Quiz 2.1-2.5 (Tuesday)	* Math Quiz No Homework	2.6-pg 109 # 1-20		
	Unit 1- Sec. 3 HW - Read pg. 75-80	Lab - Igneous Rocks	Lab - Igneous Rocks HW - Finish Lab Write-up		
	Video - Ancient Aztecs: Fall of the Empire	Ancient Aztec Brochure Due Friday	Ancient Aztec Brochure Due Friday		
	Read LA Text pg 5-10 Character Study (Wed)	Start Outline for Paper - Character Study (Wed)	DUE: Character Study (Wed)		
AFTER SCHOOL:		AFTER SCHOOL:		AFTER SCHOOL:	
Football Game @ Reuther 4:00					
To: _____ Time Out: _____ Time In: _____ Initial: _____		To: _____ Time Out: _____ Time In: _____ Initial: _____		To: _____ Time Out: _____ Time In: _____ Initial: _____	

* In Middle School you will possibly have 6 different teachers who communicate in 6 different ways. Be ready to use;

* *The district/Reuther website*

* *myRCS*

* *Edmodo*

* *Weebly pages*

* *Basically, whatever technology is being utilized*

* *You/your parents will be given a list of your teachers' communication links*

* **Teacher
Communication**

*Using Technology

The Reuther Website and myRCS will benefit you in Middle School. Checking my RCS will help you keep track of your grades and any missing work.

*Reuther Website -

<http://www.rochester.k12.mi.us/pages/331/reuther>

*myRCS -

<https://myrcs.rochester.k12.mi.us/>

* My RCS - Sample schedule

Rochester Community Schools - Windows Internet Explorer

https://myrcs.rochester.k12.mi.us/secure/customProfileTeachers-wn6/FinishLogin.jsp

File Edit View Favorites Tools Help

★ Favorites Rochester Community Schools

myRCS Account Applications Building Calendars Desktop Links Remote Access Reports 9:03 AM

mystudents

Attendance Report Cards & Interims Transcript Schedule & Assignments Discipline **Student List**

Emergency Card Waiver Immunizations Notifications Messages

SEMESTER 1 SCHEDULE [Print](#) [Print Detailed Schedule](#)

SEMESTER 1 SCHEDULE | [SEMESTER 2 SCHEDULE](#)
(CLICK ON COURSE TITLE TO VIEW ASSIGNMENTS)
[EMAIL ALL TEACHERS](#)

PER	COURSE TITLE TEACHER	COURSE	SEC	ROOM	TERM	DAYS MET/ ROTATION	LETTER GRADE	COURSE NOTE
HR	HOME ROOM KOENKE	99108A	012	0135	YEAR	MTWRFEO	n/a (n/a%)	
01	SCIENCE 8 DEHONDT	06008A	001	0131	SEM1	MTWRFEO	B+ (88.0%)	
02	PRE-ALGEBRA HOEKSTRA	04008	001	0116	SEM1	MTWRFEO	C (72.9%)	
03	INTRODUCTION TO THEATRE KOENKE	01509	001	0135	SEM1	MTWRFEO	n/a (n/a%)	
04	LANGUAGE ARTS 8 MCKEE	01008A	003	0119	SEM1	MTWRFEO	B (83%)	
05	US HIST 8 STAUGAARD	07008A	004	0125	SEM1	MTWRFEO	n/a (n/a%)	
06	FOODS & NUTRITION SARANIECKI	08008	003	0128	SEM1	MTWRFEO	A (98.2%)	

Done

Trusted sites 100%

Start Setting Notifications in m... Inbox - jsuhajda@roche... Organizing For Success - ... Rochester Communit... 9:03 AM

Note that you are able to see updated grades & if you click on the course title you are linked to details about assignments and test grades for that course (current progress details).

[MARKING PERIOD 1 ASSIGNMENTS](#) | [MARKING PERIOD 2 ASSIGNMENTS](#)

ASSIGNMENT TYPE	ASSIGNMENT TITLE	SCORE / OUT OF	PERCENT SCORE	TASK NOTE	STUDENT NOTE	DUE DATE	ASSIGNMENT DATE
Test/Quiz	Mid term Geology Using Text	31 / 50	62.0			1/16/2013	1/16/2013
Classwork	Notes/Reading Relative Dating	9 / 10	90.0			1/10/2013	1/10/2013
Classwork	Giant sloth Questions/research	8 / 10	80.0			1/10/2013	1/9/2013
Classwork	Textbook Continetal Drift- Wegne	29 / 30	96.7			1/8/2013	1/7/2013
Classwork	Giant Sloth reading	10 / 10	100.0			1/8/2013	1/8/2013
Lab	Plate tectonic lab	15 / 15	100.0			12/21/2012	12/20/2012
Classwork	Plate boundary drawings	29 / 30	96.7			12/20/2012	12/19/2012
Classwork	Mantle Convection/Ridge Push/Sla	30 / 30	100.0			12/20/2012	12/19/2012
Lab	LAB - Heat Transfer	10 / 10	100.0			12/19/2012	12/18/2012
Homework	DVD notes "After Shock"	10 / 10	100.0			12/14/2012	12/11/2012
Homework	Fossil Evidence	10 / 10	100.0			12/14/2012	12/13/2012
Homework	Large Map of plate boundaries	10 / 10	100.0			12/11/2012	12/10/2012
Test/Quiz	TEST Chemistry/Element	Excused / 100	Excused			12/10/2012	12/7/2012
Homework	Pre-test Chemistry/Elements	17 / 25	68.0			12/7/2012	12/4/2012
Test/Quiz	Astronomy Test 2	92 / 100	92.0			11/16/2012	11/15/2012
Homework	Astronomy Test no notes	30 / 48	62.5			11/15/2012	11/12/2012
Classwork	Learning Targets Study Guide	credit / 10	credit			11/15/2012	10/9/2012

*Binder Systems

- *Accordion Binder
 - *3-Ring Binder with dividers
 - *Separate folders for each class
 - *Accordion/3-Ring combination
-
- *You need a HOME for all of your work. Some sort of binder system is recommended
 - *Find the one that works best for you

* Accordion System

* Advantages

- Quick-and-easy access, slip papers in and out, no need of three-hole punch
- Expanding folders save space and weigh less
- You could store your planner in one section
- Clear view into all folders without turning papers on the three rings



* Disadvantages

- Cannot hold pencil pouches or other accessories
- Less storage space
- Inexpensive accordion folders usually break very easily

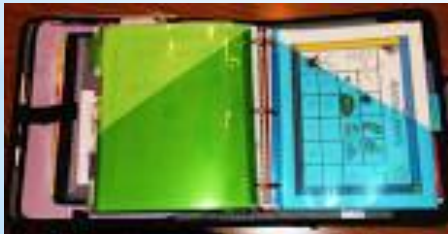
* 3-Ring Binders with durable folders

* Advantages

- When used properly, the three rings provide a secure storage space
- Ability to hold pencil pouches, planner, accessories
- Zipper binders are extra secure and durable, providing additional pouches/storage

* Disadvantages

- Problems with the three rings (bent, not aligned properly, gaps, etc.)
- Some folders rip out of the rings
- Time consuming, closes with loud SNAP



* Separate folders/small binders for each class

* Advantages

- If you utilize the separate folders well you will always know where your information is
- Smaller folder/binder for each class makes it easy to carry



* Disadvantages

- Difficult to fit separate binders in lockers
- Hard to carry from class to class (if you bring things for multiple classes)
- If you go back to your locker between classes you have a greater chance of getting tardies
- Students easily grab the wrong folder for class
- Time consuming at the end of the day looking for each folder/binder that needs to go home

* Advantages

- * This is our favorite system for middle school.
- * It combines the advantages of the accordion system and the 3-ring system
- * Provides 1 Home for all of your things (away from your locker)

* Disadvantages

- * It can be a bit bulky



* Accordion/3-Ring combination



*Taking Good Notes

NOTE TAKING SURVEY

Keep track of the answers that best describe you.

1. My Notes are neat and easy to read.
2. I use abbreviations and symbols to help me write faster.
3. I underline or highlight the most important information.
4. My notes help me do well on tests.
5. My notes contain the most important information.

Almost
Always

Sometimes

Hardly
Ever

*Taking Good Notes

SURVEY RESULTS

- *Give yourself 2 points for each “Almost Always”
- *Give yourself 1 point for each “Sometimes”
- *Give yourself 0 points for each “Hardly Ever”

10-8 Points: You have good note taking skills.

7-6 Points: Your note taking skills are OK.

5-0 Points: Your note taking skills could use improvement.

*Note taking Tips

HOW TO TAKE ORGANIZED NOTES

- * Begin a new page for each class
- * Write CLASS, DATE, PAGE #, and TOPIC at the top.
- * Only use the front side of the paper (unless otherwise directed)
- * Skip lines between topics
- * Use abbreviations, numbers and symbols - for example
 - * esp = especially
 - * w = with
 - * w/o = without
 - * b/c = because
 - * + = and
 - * ↑ = up or increasing ↓ = down or decreasing
 - * The list goes on and on (but this helps to save time)

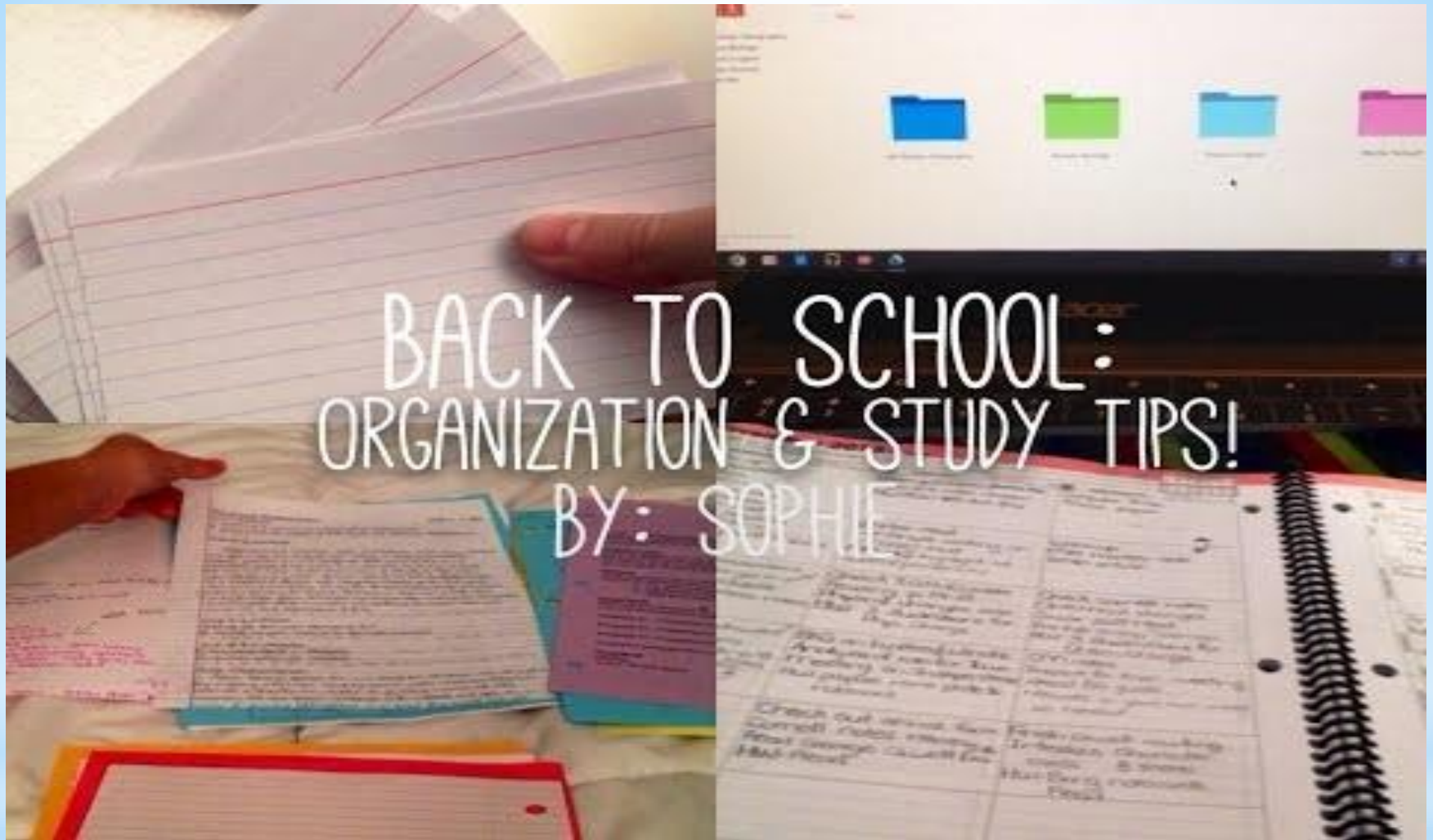


* Taking Notes (cont'd)

- * When taking notes during class, students must be *active listeners*. Listen for:
 - * Phrases such as “the main point”
 - * Repeated information
 - * Louder or slower speech
- * If the notes aren't helping you to study for and do well on tests, something's wrong! You may always ask the teacher for advice.

* Use Sticky Notes to
“take notes in your books”





* 9 Tips for “Back to School” from a Middle School Perspective

<https://www.youtube.com/watch?v=Wv17CbvBMiQ>

* Studying for a Test - what it's not

study

(verb)


The act of texting, eating
and watching TV with an
open textbook nearby.

* Studying for a Test

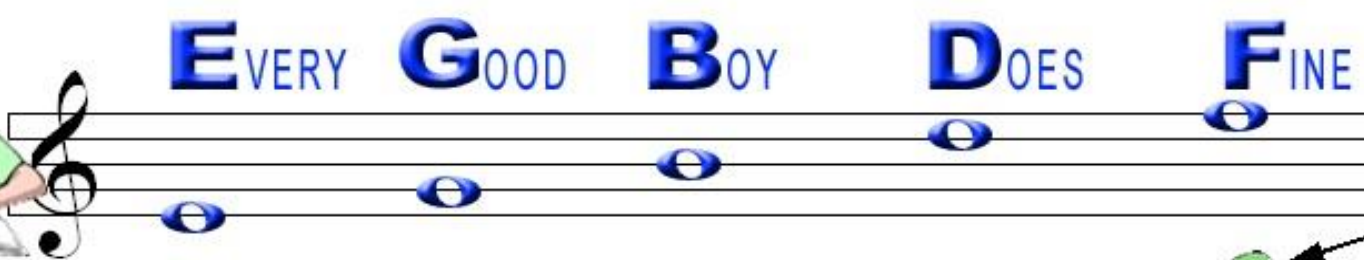
- * When a test date is set, START PLANNING!
 - * Plan WHEN to study
 - * Study for 20-30 minutes at a time
 - * Plan WHAT to study. “Chunk” the information
- * Use strategies to memorize information.
 - * LOOK at it, SAY it aloud, and WRITE it down
 - * Make flash cards
 - * Create a song or act it out
 - * Use pneumatic devices
- * Teach it! (to a parent, friend, or even your stuffed animals)
- * Make a practice test or have someone quiz you (for fun you can make it into a game show)

*Sample Pneumonic Device - Music


LINES & **SPACES**



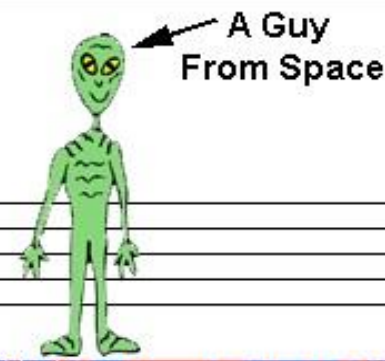
EVERY **G**OOD **B**OY **D**OES **F**INE



F **A** **C** **E**



Space
FACE



*Sample Pneumonic Device - Math

*To assist in learning the Order of Operations
(when simplifying a mathematical expression)

*Please Excuse My Dear Aunt Sally

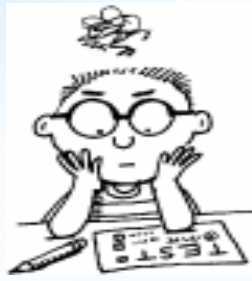
*Stands for;

*Parenthesis first

*Exponents next

*Multiplication or Division from left to right

*Addition or Subtraction from left to right



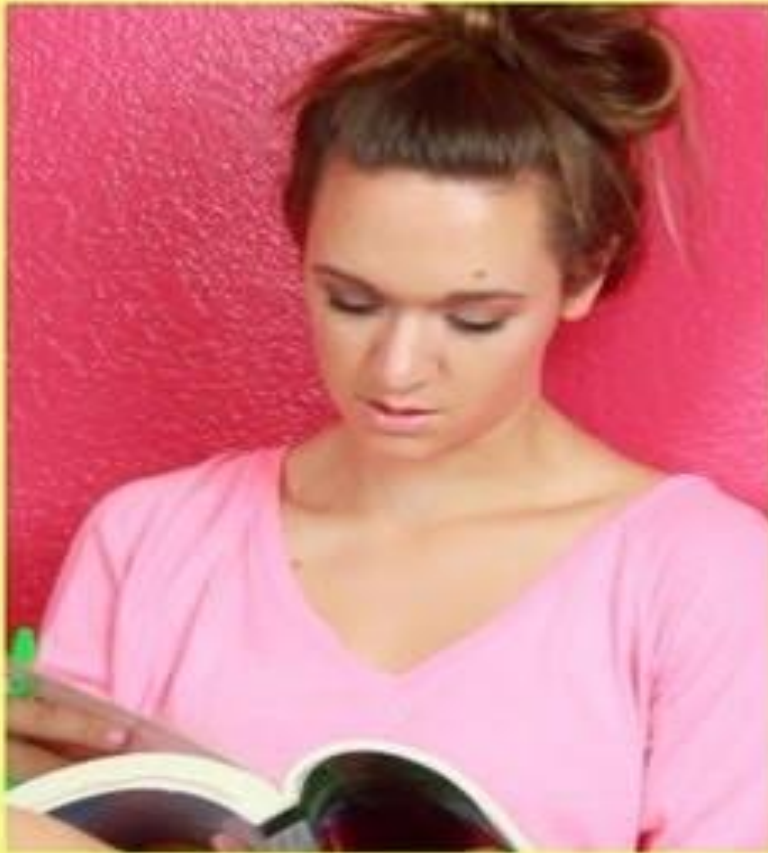
*Taking the Test

- *Sleep & eat well!
- *FIRST look over the whole test.
- *Answer the easy questions right away.
- *When unsure, mark the question and return to it later.
- *NEVER leave a question blank! Make a guess.
- *Use ALL the time given for a test.
- *Organize ideas before writing a short answer or essay.



* Taking the Test (cont'd)

- * Read each question twice.
- * For multiple choice, use the process of elimination.
- * True/false can be tricky! Read them twice and look for key words.
- * Check ALL answers before turning in the test.
- * If nerves are interfering with test-taking, ask a counselor for tips to reduce test anxiety.



<https://www.youtube.com/watch?v=MtuBgr6oj0s>

*Check out these Study Tips

LOCKER ORGANIZING TIPS

1. **Keep all textbooks on the top shelf.** Not only will this help to keep your locker from getting jammed but it will also protect books from being damaged. Students will pay a fine for any damaged book!

2. Coats and backpacks should be hung up on the hooks inside the locker. Please make sure that nothing is sticking out near the door or your locker will jam!

3. Binders/trapper keepers/notebooks won't fit on the top shelf with your textbooks so place them at the bottom of your locker - push them well away from the door so they don't lean up against the door or - you guessed it - your locker will jam!

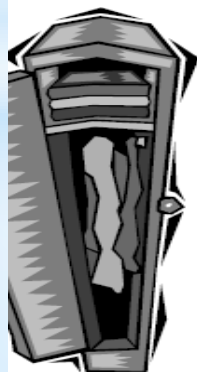
4. If you have extra shoes or maybe boots for the cold weather, put them at the bottom of your locker. It's a tight squeeze but they will fit. Keep a plastic bag in your locker to put your wet boots/shoes (from snow & ice) in to help protect your binders/trapper keepers.

5. Keeping your locker organized will help you stay organized in your classes too! **Just think of all the homework that won't get "lost" in your locker if you keep things clean!**

6. **Do not pound on or kick lockers.** This damages lockers, and is loud and disruptive to classes.



MESSY LOCKER!



Remember—be sure all items are away from the door **before** you close your locker door. Keep your locker clean—throw away extra papers and garbage in the trash cans located all over the building! Extra clothing should be taken home at least once a week.

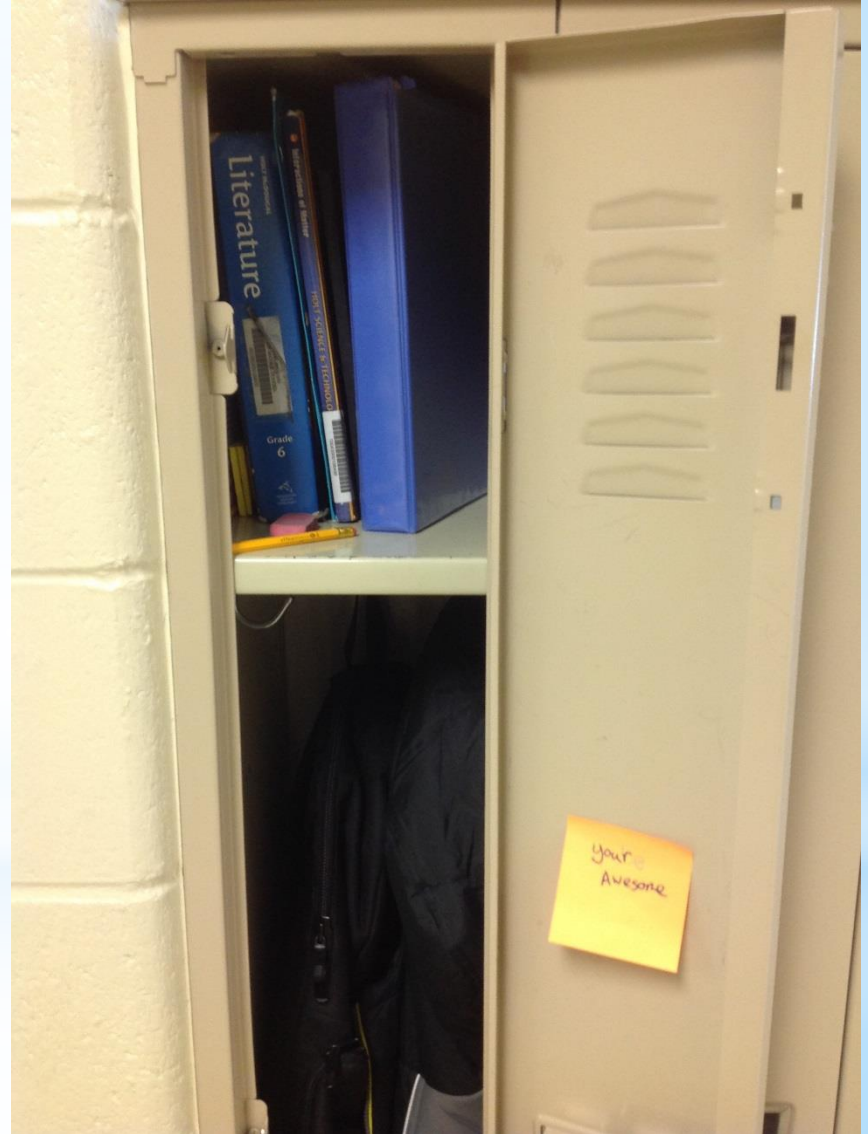
By remembering these tips, you will have a locker that is easier to open and easier to find your books and homework!

CLEAN LOCKER!

* Disorganized Locker Example



*Organized Locker



*EXPECTATIONS

- *We have high expectations for students at Reuther Middle School but we will guide and assist you
- *Do not hesitate to ask for help if you are not sure what to do
- *Lockers cause a decent amount of stress - RELAX. With practice you will get used to them
- ***EVERYTHING WILL BE OK 😊**

*It's A Great Day To Be A Crusader

*There is so much to look forward to at Reuther Middle School!!!

- *<https://vimeo.com/121317408> We Have Fun in the Cold
- *<https://vimeo.com/108895578> Fall Pep Assembly
- *<https://vimeo.com/110703382> Halloween 2014
- *<https://vimeo.com/39309857> Fall Tailgate
- *<https://vimeo.com/106735317> Reuther's On A Roll
- *<https://vimeo.com/39307242> Power Teaching

**WE CAN'T WAIT FOR YOU
TO JOIN US AT THE MIDDLE
SCHOOL!!!**



SEE YOU SOON