

We have developed a plan to help our fourth and fifth grade students improve skills in organization leading to higher academic success. It will also improve communication between school and home.

All students will be given an assignment book and pocket folder. They will be required to use these with the notebook/binder that you provide. Please do not buy Trapper Keepers as they are too big for our desks. The student's room number and book number will be written on the notebook cover and their library card will be taped to the inside cover of the assignment book.

All students must use the assignment book. They will record all assignments. Assignments not completed during class time will become homework.

The two-pocket folder in the notebook should be used in the following way. The left pocket, labeled SCHOOL will contain papers that students need to be working on. The right pocket labeled HOME should contain completed papers that can be kept at home after review by you and your child. Please remove HOME papers each evening.

If this plan is to work effectively, teachers, students, and parents must work together as a team.

Teachers will:

- teach the students how to use the notebook
- make sure the students understand the assignments
- give students time to write the assignments down
- send finished and corrected work home regularly (right pocket of folder)

Students will:

- take good care of the notebook
- take the notebook to every class and home each night
- record all assignments in the assignment book
- share the notebook with parents every night
- complete the assigned work

Parents will:

- ask to see the notebook every night and sign it when requested
- provide a quiet place for the student to work
- jot questions or concerns in the assignment book while going over work with the student
- remove and enjoy papers from the right pocket (HOME) of the folder daily

Thank you for joining us in this worthwhile plan. All students will need their notebooks/binders. Look for your child's notebook containing the assignment book to come home daily. If you have any questions, please contact your child's homeroom teacher or write them a note in your child's assignment book.

Sincerely,
Dunlap Elementary Staff