

# Study and Organizational Skills Program

August 27<sup>th</sup>, 2007

Dear Parents/Guardians,

The staff of Linton Springs Elementary School strongly believes that good study and organization skills are of the utmost importance to all students. Research has shows that these skills help students learn. Above all, study and organizational skills are important because they are lifelong skills. They are critical for success in the workplace and in our lives. The Linton Springs Elementary School Improvement Team has implemented a plan for a comprehensive, consistent study and organizational skills program for all students in first through fifth grade. Instructional time will be devoted to teaching and applying these skills. Along with this letter, you will find a sheet with SOS procedures and helpful tips for parents.

We appreciate your understanding and support. We believe this is a valuable program for parents and teachers, and, most importantly, our students. Together, we can make a difference!

Sincerely,  
Linton Springs Elementary School Staff

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## Tips for Parents - Improving Your Child's Study Habits

1. Encourage your child to talk with you about school and what he is learning. Listen and share what you know about the subject. This helps to generate enthusiasm and interest. A good time for this is during study time after all homework has been completed.
2. Provide a homework center for your child. Research has found that students may often spend a large amount of time doing homework because of frequent interruptions and/or inefficient workspace. We would like to suggest setting up a "homework center" where your child consistently does homework. Gather all the possible supplies your child might need such as pencils, paper, pens, markers, crayons, glue, scissors, ruler dictionary, etc. If your child does homework at a desk, all the supplies can be located there. If he sits at a table, the supplies can be kept in a small cardboard box or placed in a cupboard until homework time. To be most effective, a homework center should have good light and be free from all distractions.
3. Ask to see your child's homework assignments daily and sign your child's S.O.S. book. This helps your child appreciate the importance of completing homework and lets them know that you are interested in what they are doing in school.
4. Find a consistent "communication spot" where lunch money, book bag, and any other items that need to come to school can be placed. This helps with organization and prevents items from being left at home.
5. Help your child understand that studying is more than just reading or doing homework. With your child, plan an afternoon schedule. The consistency of always doing homework at the same time each day really helps a child establish study time as a habit. By having a daily schedule to refer to, a student is able to see that there is time for all chores, homework, dinner, and playtime! This will also assist with organizational skills.
6. Encourage and assist your child in cleaning out and organizing his S.O.S. folder daily.
7. Treat school as your child's job. Encourage regular attendance and punctuality. Habits are being set now, which will follow your child into adulthood.
8. Encourage your child to do homework on his own. Let him know that you will be available to help him only after he has made an attempt on his own. Support and encourage from parents are important, but you should not do homework for him. Encourage your child to look for ways he can improve his work without criticizing efforts that have already been made.
9. Try to be positive and encouraging if your child brings home poor work or tests. Approach it from the standpoint of how you both can help him do better.
10. Notify the school when family situations arise that may worry your child or keep him from concentrating at school. Teachers need to be aware of the emotional concerns that may affect their day-to-day performance in class.

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## School-wide Procedures for Implementation of S.O.S Assignment Books and S.O.S Folders

1. Students are required to carry S.O.S books and S.O.S folders to all academic classes.
2. Students are required to copy assignments accurately and legibly into the S.O.S book.
3. All papers, newsletters, completed/graded work will be put into the right pocket of the S.O.S folder.
4. All homework will be put into the left pocket of the S.O.S folder.
5. No space in the S.O.S book may be left blank. Either the assignment or "none" will be recorded.
6. Each teacher is required to post daily homework assignments and provide time during each class to record assignments in S.O.S books prior to dismissal.
7. If homework is assigned, but completed in school, the assignment is still recorded in the S.O.S book and placed on the left side of the S.O.S folder.
8. All written communication to and/or from the teacher will be placed on the left side of the S.O.S folder.
9. **All S.O.S books will be signed by a parent/guardian every night in the designated area on each S.O.S book page.**
10. If it becomes a consistent problem with parents not signing the S.O.S. book, the teacher will call home to discuss the problem.
11. Each student will have a homework buddy in each class. That buddy's telephone number will be recorded in the front of the student's S.O.S. book so that the student always has a person to contact about assignments.