



JEFFERSON ACADEMY  
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Parents,

Welcome to the 2022-2023 school year! One of the key components to success in Junior High is the ability to be organized. Over the years, lack of organization continues to be the main reason that students struggle. Because of this, we are introducing an organizational system for all 8<sup>th</sup> graders. This year, all 8<sup>th</sup> graders will be taught how to use an agenda book/student planner & RED folder. The agenda book is a great tool of communication for you. We recognize that you probably don't know what goes on during the school day, and you have no idea what is being assigned for homework. Now you will! Please read below some ways that you can best partner with us to help develop organizational skills for your student:

Agenda book/RED folder:

1. Both tools are suggested as classroom materials and need to be in class every day.
2. Student should use agenda book/student planner on a daily basis to write down all assignments. If there is no homework, write N/A or no homework. Use of the agenda book could be used as a grade in certain classes.
3. To build the habit, it is recommended that the student get teacher signatures in every class to check that the assignment has been accurately recorded.
4. Now, both parents and students know what homework has been assigned.
5. Parents should check RED folder to be sure all assignments were turned in for the day.
6. Parents then check the RED folder each night for homework, matching it with the agenda book to be sure everything is done.
7. If you have yet to pay the \$5 agenda book fee, please do so online. This fee is waived for qualified Free & Reduced families. Replacements can be purchased throughout the year for \$5 with Mrs. Adams.

Other Suggestions:

8. Create a filing system at home for all graded work. This keeps the clutter out of student binders. Every Friday, go through binders and take out any graded work. Files at home help with studying for tests/quizzes or if there is ever a grading error in Canvas/Infinite Campus.
9. Checking grades with student on Canvas every Friday. Then, students and parents are aware of any current missing work and can have that completed over the weekend and ready to be turned in on Monday. Keep in mind that when homework assignments are missing, it is likely the student will also struggle on the assessments. This could be due to poor study skills, but more likely, is the lack of consistent practice of concepts.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_