

# Student Organizer *Tips* for Schools

## Communication from School to Home

The primary purpose of the student organizer is to assist students in developing organizational skills and responsibility. It is also a way to develop a system of communication between the school and home.

Here's how schools can help with the student organizer:

- Introduce the student organizer to families during enrollment, open house, through a class newsletter, and/or through a letter to the family. Be sure to inform families of how they are a part of the process.
- Use the note page as a two-way communication tool between you and your students' families and make an effort to be consistent.
- Be the first one to start the communication process between you and a family. Start with writing a brief note with a question so they have an opportunity to respond.
- Let parents know if and when you will be checking the student organizer for signatures or notes from them.
- Use an indicator such as a stamp so that parents can see that you also looked at the student organizer.
- In middle/high school assign one period or one teacher (i.e., advisory) to be responsible for checking the student organizer
- Teachers can write a daily message (for home) on the board and students can use bell-work time to record the message in their student organizer.

