

WELCOME!

6th Grade

Operation Organization 2007-2008

Ms. Allen

Ms. Saetre

Ms. Malecki

OBJECTIVE

Operation Organization is a new class that was created in 2007 to help all students to develop necessary skills that will help them throughout their lives. Every topic covered in this class will train a student to think clearly, maintain proper study and work habits and communicate their ideas with others.

OUR EXPECTATIONS

We expect that each student in this class give his or her best effort. As long as we see that you are applying yourself and showing responsibility, we will do our best to work with you so that you are successful in this class. We do expect that you complete your assignments and also that you communicate with us if you need assistance. We are here to help you in any way we can. **HOWEVER**, if we see that you are not putting effort into this class, there will be consequences.

CLASSROOM RULES

1. Treat each other with respect - respect others' property & space.
2. No food or drinks allowed in class.
3. Remain in your assigned seat.
4. Come to class on time, ready to work, with the necessary supplies.
5. One speaker at a time. Please raise your hand.

CLASSROOM PROCEDURES

1. Enter class - begin bell work immediately.
2. Have agenda book out and ready for review.
3. Sit quietly and wait for further instruction.
4. "Give Me Five" – 1) Eyes on Speaker, 2) Quiet, 3) Be Still, 4) Hands Free, 5) Listen

LATE ASSIGNMENTS

Please complete your assignments on time. Late assignments will result in a grade reduction. If you are absent, you will have the number of days missed to make up your assignment, unless special circumstances apply. (Example: Two day absence = two days to submit make up work). It is the responsibility of the student to retrieve his or her make-up assignments. Late assignments will be placed in the classroom homework bin. Please do not leave on my desk or give to me directly. The homework bins will be checked/emptied on a daily basis.

DISMISSAL

Please remember that the teacher, not the bell, will dismiss students from class. The bell is **not** an indication that you may leave. This is for everyone's safety and to avoid overcrowding in the hall and doorways. Thank you in advance for your cooperation. This rule will be strictly enforced by all teachers, no exceptions.

QUARTER 1

- WEEK ONE - ORIENTATION
- WEEK TWO - SYLLABUS REVIEW
- WEEK THREE - BELL WORK
- WEEK FOUR - TIME MANAGEMENT
- WEEK FIVE - STUDY SKILLS
- WEEK SIX - TEST ANXIETY
- WEEK SEVEN - PUBLIC SPEAKING
- WEEK EIGHT - SKILLS FOR SUCCESS
- WEEK NINE - CONFLICT RESOLUTION

QUARTER TWO

- WEEK TEN - STRESS MANAGEMENT
- WEEK ELEVEN - GOAL SETTING
- WEEK TWELVE - TEAMWORK
- WEEK THIRTEEN - LIFE CHOICES
- WEEK FOURTEEN - PROBLEM SOLVING
- WEEK FIFTEEN - CRITICAL THINKING
- WEEK SIXTEEN - COMMUNITY INVOLVEMENT
- WEEK SEVENTEEN - FCAT PREPARATION
- WEEK EIGHTEEN - ORGANIZATION REVIEW

SUPPLIES YOU WILL NEED

Composition book

Pens (blue or black ink only) & Pencils

Pencil Sharpener

Colored pencils or markers

Loose-leaf paper & paper folder

Highlighters

GRADING

PERCENTAGE

PARTICIPATION

25%

Positive attitude, class participation, attendance, following class & school procedures communicating & working with others and teacher.

ORGANIZATION SKILLS & AGENDA BOOK

25%

Tracking assignments, bringing class materials, locker checks

QUIZZES/CLASSWORK/HOMEWORK

25%

There will be weekly quizzes in this class!

NOTEBOOK

25%

Composition used for class notes and paper folder used for handouts. Must be kept neat & organized for all class handouts.

TOTAL

100%

ORGANIZATIONAL TIPS

- Use checklists
- Organize homework assignments
- Designate a study space
- Set a designated study time
- Keep organized notebooks
- Conduct a weekly clean up of old papers
- Keep a calendar
- Prepare for the day ahead
- Return items to where you found them
- Prioritize

STEPS FOR SUCCESS

1. HAVE A PLAN - SET IT UP
2. WRITE IT DOWN & SIMPLIFY
3. ASK FOR HELP IF YOU NEED IT!
4. KEEP IT CLEAN AND PUT THINGS BACK
5. GET IT DONE - FEEL GREAT!

PLEASE SIGN
AND RETURN
THIS PAGE

CONTACT INFORMATION

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**BEST OF LUCK and we look forward to working with
each of you.**

Student Signature

Parent/Guardian Signature

PARENT CONTACT INFORMATION:

NAME: _____
ADDRESS: _____

PHONE: _____
EMAIL: _____