



Operation Organization Syllabus

Name _____ 2011-12

Welcome 6th Grade SSA+S Students!

Ms. Turner

FrancescaTurner@ssas.org

OBJECTIVE

Operation Organization is a unique class at SSA+S that was created in 2007 to help 6th grade students' transition into the new experience of middle school. Every topic covered in this class will train a student to think clearly, maintain proper study and work habits, and communicate their ideas successfully with others. Being organized can simplify your life and reduce daily stress which can be overwhelming at this or any age. It's as simple as learning ways to develop positive routines and being consistent in maintaining them.

CLASSROOM EXPECTATIONS

I expect that each student in this class give his or her best effort. As long as I see that you are applying yourself and showing responsibility, I will do my best to work with you so you are successful in this class. I do expect that you complete your assignments and also that you communicate with me if you need assistance. I am here to help in any way I can. HOWEVER, if I see that you are not putting forth any effort then it will be reflected in your grades. Effort shows that you care to succeed!

CLASSROOM RULES

1. Respect teacher, other students and classroom equipment
2. Follow directions the first time they are given
3. Remain in your seat at all times unless given permission to get up
(please use restroom before class begins)
4. Remain quiet during class unless given permission to speak (Raise your hand)
5. Bring all books and materials to class
DO NOT COME TO CLASS WITHOUT SOMETHING TO WRITE WITH
6. Come to class ready to work and with a good attitude

CLASSROOM PROCEDURES

1. Enter class – begin bell work immediately.
2. Have agenda book out and ready for review on top of your class folder.
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.
5. It is the student’s responsibility to ask teacher for make-up work when they are absent

CONSEQUENCES

1. The “Look” or verbal warning
2. Write classroom rules
3. Write behavior essay with parent signature
4. In school morning detention
5. County referral

REWARDS

1. Positive call/email home
2. Movie Days
3. Fun Fridays
4. Stickers/Stamps

DISMISSAL

The teacher, not the bell, dismisses students from class. Please **do not** pack up and run for the door, or leave your seat until you have permission to do so.

GRADING

All assignments are counted as class work. Some things are worth 10 points while longer assignments are worth 100. There is generally no homework given unless time runs out in class due to disruptions. There are no tests or quizzes, though review assignments are given almost weekly.

Parents: When you see **, this means that an assignment has not been turned in and at that point counts as a zero (F). Since this class runs only a quarter, there are only about a dozen assignments that may go in as grades. Missing just one assignment can drastically reduce your child’s grade. Please encourage ALL assignments to be turned in regardless of amount done.

Every paper that is handed out in class must be kept in folder the ENTIRE quarter.

X _____ (student’s name)

SUPPLIES YOU WILL NEED FOR THIS CLASS EVERYDAY!!!!

Orange paper/plastic folder
Hand held pencil sharpener
Pencil Bag
Agenda

Comp. Book for Bell work
(Minimum of 5 writing utensils)
pens- blue or black ink **ONLY**
and pencils


At SSA+S, the folders for all your classes will be associated by color:



Science – Green (association grass, earth.....)

L. A. – Yellow (yellow symbolizes wisdom, memory, happiness)



Math - Red - I  Math, but sometimes it makes me angry



History – Blue (Navy, military.....)



Operation Organization – Orange

(stimulates creativity & ability to adjust to changes.)



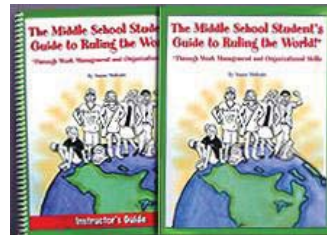
ORGANIZATIONAL TIPS FOR SUCCESS

- ✓ Use checklists and your class folders
- ✓ Keep a homework box at home
- ✓ Designate a study area at home
- ✓ Stay organized – use your agenda book!
- ✓ Prioritize
- ✓ Set a designated time to do homework
- ✓ Ask for help if you need it!
- ✓ Don't Procrastinate.

Contact information: The best and fastest way to reach me is through this school's e-mail. I do have a phone extension, however it only takes voice messages and may take too much time for us to reach each other.

Francesca Turner – ESE Resource Room

FrancescaTurner@ssas.org



Course workbook:

The Middle School Student's Guide to Ruling the World!* ***Through work Management & Organizational Skills**

You must keep the first 4 pages of this syllabus in your folder for the entire quarter. If you ever need a copy of this syllabus, you may obtain one from the SSA+S website. Go to Faculty, find Ms. Turner and click on the blue link for Operation Organization.



Welcome Parents and Students to SSA+S

My name is Francesca Turner. This is my 7th year at SSA+S and my 11th year teaching at various schools in Sarasota County. I work in inclusion classrooms, an ESE resource room and I teach incoming 6th graders organizational skills in Operation Organization. I am a graduate of Venice High School and also a graduate of Ringling School of Art and Design. I was born in North Carolina and I have also lived and studied in Marietta, Georgia as well as San Diego, California. I thoroughly enjoy taking college courses every chance I get. These days it's rare due to the fact that I'm raising my beautiful 4 year old daughter on my own. I understand the challenges parents face and the struggles of learning and teaching new skills. I am thrilled to be providing the students at our school with fundamental ideas to improve their growth and potential. "They never had classes like this when I was growing up" is what I often hear from my own peers and parents. So many things seem so simple but where do you learn how to do it? My philosophy of being organized is as simple as putting things back where you found them. Remember hearing that from a parent or grandparent? It IS that simple.

EVERYTHING HAS A HOME

Don't lose things and life is a lot less complicated. Start making things a "routine". Sure, it does sound easier said than done. Just try. Yes, school is complicated enough, but we all go through it together. In my class, I reward students for two main ideas; ATTITUDE & EFFORT. Be genuinely positive and try your best. That's all I ask. I believe that's all it takes to be successful. I hope this year will prove to be a great new change in your lives and NEVER hesitate to ask for help. That's what teachers are here for 😊.

Please return this sheet only to:
Ms. Turner in **Operation Organization**

**STUDENT
NAME** _____

PARENT CONTACT INFORMATION:

Parent(s) Name: _____

****Email: _____

I (parent) have read my child's Operation Organization syllabus
(6 pages)

Parent Signature****

I (SSA+S student) agree to follow the rules and procedures of this class.
I also agree to keep the student workbook free from any damage
otherwise I will to pay for a new copy at the cost of \$10.95.

Student Signature****

Required****