

## Color Coded Organization

**Organize your homework and watch your grades improve!** One way to do this is to incorporate a color coding system into your homework routine and at school.

At CVSA we're going to use a color coding system to help all students organize their homework in schoolwork. We hope that by using one system for all students that we will lessen the distraction of learning process. We will be providing the basic supplies for all students to begin color coordinating at the beginning of school. We will help students learn this process of colored coordinating and will encourage its use at home also.

**1. Use the colored supplies provided by the school.**

You may also want to use colored highlighters, post-it notes, and stickers to match the folders.

**2. Use the colors for each class.** We will use the following colors like this:

- White= History
- Green=Science
- Red=Language Arts
- Yellow=Mathematics
- Light Blue=Spanish (or Health)
- Dark Blue=Technology
- Black=Homework folder

All students and all teachers will use the same color system. This will allow for teachers and students to quickly check to make sure they have the right materials for class.

**3. Make a mental connection between the color and the class to remember your system.** For instance, you might relate the color green to plants—to make you think of science.

You may have to play around with the color system to make each color makes sense for each class. This is just to get you started. The color connection will be clear in your mind after a few days.

**4. Folders, Binder and Books:** You will use each folder to keep track of work for each class. Folders should be used to keep track of new work and work that has been completed. The binder will be used for notes and any items that should be kept for the long-term. Use the tab in your binder that is the same color as your folder. If possible, get colored paper to make book covers so they match the subject colors in the notebooks.

Homework that needs to be done after school should be placed in the “To Do” pocket. Homework that has been completed should be in the “Finished” pocket. The homework folder should go home every night and be returned to school every morning. Students are encouraged to take the black folder to each class.

## 5. Getting ready for class

- a. Create a color-coded schedule for your locker.
- b. Take your binder, colored folder, homework folder, planner and pencil to class.
- c. Turn in homework as you enter class or when your teacher requests it.
- d. Put returned homework in you colored folder to study from later.

## 6. Extra ideas for organization with colors:

- a. An excellent way to save time and reduce confusion for students is by using color Post-it® tabs. Use one color tab to mark the current chapter in textbooks, the start, and end of reading or study assignments can be other colors. Using these tabs, a student can easily flip open their books without having to refer to page numbers, saving time and confusion in school and at home. They also make great hard to lose bookmarks for reading books too.
- b. **Colored flags** are for marking pages or reading assignments in books. When your teacher gives a reading assignment, just place a colored flag at the beginning and ending points.

Another use for colored flags is marking a date in your organizer. If you carry around a calendar, always place a flag marker on a date when an important assignment is due. That way, you'll have a constant reminder that a due date is approaching.

- c. **Highlighters** should be used when reading over your notes. In class, take notes as normal—and be sure to date them. Then, at home, read over and highlight in appropriate color.

If papers get separated from you folder (or never make it into your folder) you can easily recognize them by the colored highlights.

- d. **Labels or round stickers** are for your wall calendar. Keep a calendar in your room or office, and place a color-coded sticker on the day that an assignment is due.

For instance, on the day you receive a research paper assignment in history class, you should place an orange sticker on the due date. This way, everyone can see an important day approaching, even at a glance.

Color coding can come in useful in a number of ways, even for a very disorganized student. Just think: if you see a random paper floating around you'll be able to know at a glance if it's a history note, research paper note, math paper

## 7. Homework helps for the home:

- a. Buy a good backpack. Provide your child with a large backpack with plenty of storage spaces. Label the insides of pockets using a permanent black marker with the name of items that belongs in the pocket. Make a specific pocket for writing utensils, paperwork and folders, books and letters from school to home and vice versa.

- b. Check homework every night. Set up a homework time and be consistent with it. If your child has trouble remembering what the assignments are, work out a system with the teacher in which he or she writes assignments in a log for you to check and sign daily. If your child forgets to bring materials home, provide an alternative learning exercise, a review of past homework, exercises from the internet or ask your teacher for some worksheets, in advance.
- c. Organize homework before starting. Review all of the homework with your child and organize it from hardest to easiest. Estimate how long it will take to complete tasks and plan for a few breaks when you child can have a snack or watch a favorite TV program.
- d. Create a homework center in your house. Children perform best in well-lit quiet areas with very little distraction. Stock the homework area with pen, pencil, sharpener, paper - anything your child may need to complete homework. Prepare ahead of time to decrease unnecessary interruptions. Some students may enjoy music others may be distracted by it. Adjust what is allowed by what works best for your child.
- e. Designate a book bag spot. When your child is finished with homework, check to see if work is complete, return materials and homework folder to the bag, and put the book bag in the book bag spot every night. When your child leaves for school the following morning, the bag will always be there.
- f. Stay in constant communication with your child's teacher. Teacher's don't always have time and energy to call parents and sometimes wait until the last minute to inform parents of problems. Check SnapGrades at least weekly or call a few times a quarter.