

"to do" and "done" folders help organize worksheets, notices, and items to be signed by parents, as well as provide a central place to store completed assignments.

6. Conduct a weekly clean-up. Encourage your scholar to sort through book bags and notebooks on a weekly basis. Old tests and papers should be organized and kept in a separate file at home.

7. Create a household schedule. Try to establish and stick to a regular dinnertime and a regular bedtime. This will help your child fall into a pattern at home. Children with a regular bedtime go to school well rested. Limit screen time such as television watching and computer play to specific periods of time during the day and never within 30 minutes of going to bed. It is highly recommended to limit television time to the weekends.

8. Keep a master calendar. Keep a large, wall-sized calendar for the household that lists the family's commitments, schedules for extracurricular activities, days off from school, and major events at home and at school. Note dates when your scholar has big exams or due dates for projects. This will help family members keep track of each other's activities and avoid scheduling conflicts.

9. Prepare for the day ahead. Before your scholar goes to bed, she should pack schoolwork and books in a book bag. The next day's clothes should be laid out with shoes, socks, and accessories. This will cut down on morning confusion and allow your child to prepare quickly for the day ahead.

10. Provide needed support while your child is learning to become more organized. Help your scholar develop organizational skills by photocopying checklists and schedules and attaching them to the refrigerator. Gently remind her about filling in calendar dates and keeping papers and materials organized. Most important, set a good example.

Leave at Home

While at school, your scholar is expected to be highly engaged in intellectual inquiry. Items that might disrupt learning or cause injuries must be left at home. These items include such things as **CELL PHONES**, smart tablets, smart watches, chewing gum, fidget spinners, skates, squirt guns, skateboards, sports balls, electronic pets, yo-yos, toys, electronic games, digital devices, cameras, hand held video game devices, trading cards (Pokémon, etc), and all forms of pocket knives. *These items and other items that become a problem will be taken away by the teacher or principal, locked in the front office and returned only to a parent/guardian.*

Scholar cell phones and other cellular devices to include smart watches are prohibited on Paideia campuses because they are distractions to the learning environment. We understand that some scholars need a cell phone during their journey home at the end of the day. Therefore, cell phones must be turned off and stowed in a backpack upon entering the school grounds. **Cell phones and other personal items that are broken or stolen are not the responsibility of the school.**

Parties and Classroom Celebrations

Classroom birthday celebrations should follow these guidelines: