

# ORGANIZING THE BOOK BAG

Students frequently lose assignments and important school information simply due to a messy book bag. Parents can help them by requiring a book bag check each night before their child goes to bed. The first check may go slowly, but it should become easier each time.

**Have your child do it all.** It may be faster to do it yourself, but your child will become more independent if they organize it.



1. Carefully have them empty it.
2. Separate texts, notebooks, loose papers, supplies, etc.
3. Make sure that all dividers and/or binders are properly labeled.
4. Find a home for all loose papers. Place them in the correct folders or notebook sections of their binder. (Are they all labeled with name and subject?)
5. Pull out old papers that are no longer needed. Place important ones in a home folder and throw away / recycle the rest.
6. Remove any items that would cause distractions such as stuffed animals, mini skateboards, games, etc.
7. Place school supplies such as pencils, pens, scissors, etc. in a container so they can easily be found. Zippered pouches are helpful, but a freezer bag will work in a pinch. (Do any supplies need to be replaced?)
8. Neatly place everything back into the book bag.
9. Put book bag next to the door the child will be using in the morning. Also, place anything else that needs to be taken to school next to it such as projects, band instrument, gym clothes, etc.

As your child becomes more efficient at "book bag keeping" you can do checks three times, then two times, and finally once per week.