

HOPS

Homework Organization and Planning System

The **HOPS** intervention is designed to improve students' materials organization, homework management, and time management skills. As part of the HOPS intervention, we will be suggesting that the student implement a specific organization system for binder, locker and backpack materials. Students will initially organize their own binders with teacher direction the first two days of school. Binders will be reorganized and checked in a designated class each week for the first semester. After the first semester it may move to every other week.

Needed materials (listed on the school supply list on the front):

1. 2-inch binder (3-inch binders won't fit into our lockers). Zippered binders are OK if cleaned out regularly. Students should NOT use flex folders for assignments (if flex folders are included in zipper binder). Flex folder portions should only be used to store composition books or math workbooks.
2. Plastic/poly folders with pockets on the inside, 3-hole punched
3. Plastic/poly dividers with writable tabs, with pockets either on either side or just one side.
4. Agenda from LMS (given out the first day of school)
5. Pencil pouch with a few sharpened pencils and ink pens, eraser, anything else needed on a daily basis (it should not be packed full or it won't fit in the binder)
6. Loose leaf notebook paper
7. Notebooks as needed

ORDER of binder from front to back (this step will be done the first two days of school):

1. Pencil pouch
2. Agenda
3. For **each** core/elective class
 - a. Divider with class name on label (make sure to start with top label and work down to the bottom from class to class in order of the student's schedule). *Notes needed for classes and for upcoming tests get filed in the pocket of the divider.*
 - b. Plastic folder labeled on top right hand corner with class name (e.g. English). If you can make it color coordinated with the divider and that makes it more easily identifiable to the student.
 - i. Inside plastic folder on the pocket label the following on each side
 1. "work to complete" on the left side pocket
 2. "work to turn in" on the right side pocket
4. Loose leaf notebook paper in the back.
5. Single-subject notebooks as needed, but probably no more than two.

Parents are encouraged to be a part of the process by checking their child's binder regularly. Have your child show you how it is organized!