

# Satz Middle School's Transitional Tips for Incoming Students

Middle school is a time for more independence and greater responsibility. There will be more choices and decisions to make. You will be in a new environment where you will be expected to find your way around and get to your classes on time. You will no longer have just one or two teachers but seven or, in some cases, eight. There will be an increased workload and more complex content. There will be homework on the weekends and more than one test or quiz on any given day. There will be consequences for your actions.

Things may seem a bit overwhelming, especially at first, but remember this:

***"You are not alone!"***

The faculty members, staff, and administration here at Satz are dedicated to helping make this transition as smooth as possible. Don't be afraid to ask for help from the teachers and other adults - they are there for you!

Your primary goal at Satz is to *learn – about your subjects, about others, and about yourself*. Here are some key components we've agreed are important to successful learning:



## 1. Organization:

- a. Use your planner for every class, every day, and check twice - right before you leave (to make sure you have the materials you need from your locker) and right when you get home (to make sure you get all your HW done)
- b. Have a separate binder or folder for each class - make sure there's plenty of paper in it (pay attention to each teacher's requirements - they require specific materials/notebooks for a reason)
- c. Keep your locker neat and backpack organized
- d. Make a "To do" list and check things off as you complete them
- e. Use a pencil case to hold all pens, pencils, erasers, and markers – make sure there's several pens, pencils, etc. in it



## 2. Time Management:

- a. Get to school on time (being late sets a bad tone for the day)
- b. Be involved... joining a club or playing a sport will make school more fun!
- c. ...But don't try to do *too* much (Put a limit on number of clubs, sports teams, and activities you join so you have time for both school and social events)



- d. Don't procrastinate (review notes every night and don't wait till the last minute to study for a test or complete a project)
- e. Map out the school and your classrooms before the school year starts (have a map and your schedule with you the first week of school; teachers will be in the hallways to help you out)
- f. Practice using a combination lock prior to the start of the school year
- g. If you don't know how to touch-type, you might want to learn – there are TONS of free online programs and games to help you learn how! You will save a LOT of time when typing papers or taking notes via computer.



### 3. Responsibility and Independence

- a. You will be treated as young adults
- b. You will be responsible for taking notes, completing homework and projects in a timely manner, studying for tests, making up work when you are absent, and working with students who may not be your friends
- c. You will need to get to class on time and be prepared
- d. You will have to listen to announcements to find out about clubs, sports, and after school activities. If you don't hear it *ask someone*
- e. You will have to change every day for Physical Education and make sure you keep your items secure by keeping your locker locked.



### 4. Communication

- a. If you have a question or concern go talk to your teacher - more times than not, most misunderstandings can be eliminated using the proper channels of communication



- b. Students have email accounts at school that you can access from home – teachers will often use them to provide information, so remember to check!
- c. Students and parents can email teachers with questions or concerns - email is the quickest and easiest way to communicate
- d. Most teachers have their own website where you can find out about homework and upcoming tests & quizzes
- e. The online portal is your guide for grades and upcoming assignments and due dates
- f. Utilize the school website for policies, procedures, and announcements

### 5. Homework

- a. Homework is meant to help you practice your skills and prepare for class work, quizzes, and tests – it is not optional and you will have it on the weekends
- b. There will be consequences for not completing homework or projects
- c. If you are absent or on vacation *you* are responsible for getting the work you missed and making it up in the time allotted by your teacher
- d. Use your planner to copy down homework and check your teachers' website on a consistent basis



# WE ARE A COMMUNITY

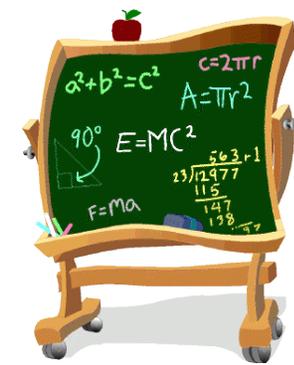
## 6. Community

- Satz is a learning community – We all need to work together to make your two years at Satz a positive experience in which every student is given the opportunity to learn and succeed to the best of his or her ability.
- Help each other with encouragement, and with studying!
- Support each other, and look to each other for support! That doesn't mean you should do someone else's work, or that someone else should do your work - *if someone gives you a fish, you eat for one meal; but if someone teaches you to fish, you eat for a lifetime*
- Being part of a community means you must respect the rules, and respect yourself.



## 7. Lockers and Lunch

- You will buy a combination lock from the school during orientation week at the end of the summer. You will also have to buy a combination lock for your gym locker (at Staples, Models, etc.)
- Do not give anyone your combination (not even your best friend!)
- Do not share your locker & keep it locked at all times
- Practice, practice, practice opening and closing your lock!
- There is no recess during your lunch period
- Lunch is not a free for all - there are *rules*
- You get to choose where you sit, but that is a privilege and can also be taken away



## 8. After-School Help

- Every teacher holds two days of after-school help (for 30 minutes) each week
- Clubs, sports, and all activities do not start until the end of extra help
- Take advantage of it - if you are struggling in class you should attend
- Extra Help is not a social event - you are there to catch up on work or review what was taught

