

D.O.T.

Daily Organizing Tool Book Overview

Front of Binder: Homework	This pocket will be used to safely transport homework to and from school. Any homework not due the following day can also be stored in this pocket for safe keeping.
Zipper Pocket Money	This is where students put money for lunch, field trips, book orders, ice cream money, etc.
Plastic Pocket: Important Notes to and from School	Our newsletter and other notes from school will be sent home in this folder. Please empty this pocket each night. Use this pocket to send forms and notes to me.
Student Assignment Book	Daily, students record homework assignment or other important reminders. Parents need to check the assignment book nightly and sign it each Thursday.
Notebook Paper: Parent/Teacher Communication	<p>This paper is for notes between parent and teacher. Please make sure your child understands that this is ONLY a place for adults to write. I will write notes to you in this section as necessary. It is the student's responsibility to notify his or her parents or teacher if there is a note waiting to be read!</p> <p>PLEASE DATE EACH ENTRY! Check here daily, and I will do the same. Leave any notes that we write, so we can look back and remember communications we have had. Initial all notes, and I will do the same! That way, we know notes are read even when no response is necessary.</p>
Important Information & Homework Helpers	These sections contain information about Our daily schedule, calendar, classroom procedures, contact information, homework helpers, and other papers that need to be saved.
Back of Binder: Graded papers	This pocket will contain completed work. Please remove it each night and review it with your child. After you have "ooohed and ahhhed," I'm sure you'll want to show off this work on the refrigerator. ENJOY!!! Only return papers with a request for a signature.
Friday Conduct Report	Your child's weekly conduct report is in the front of the D.O.T. Book each Friday. Please sign the conduct report and return it in the D.O.T. book on Monday.

Students must bring their D.O.T. to and from school each day. When a student forgets to bring his or her D.O.T. book to school in the morning or take it home in the afternoon, he or she will receive a check.