

Otto the  
Otter Says:

You "Otter"  
Be Organized!



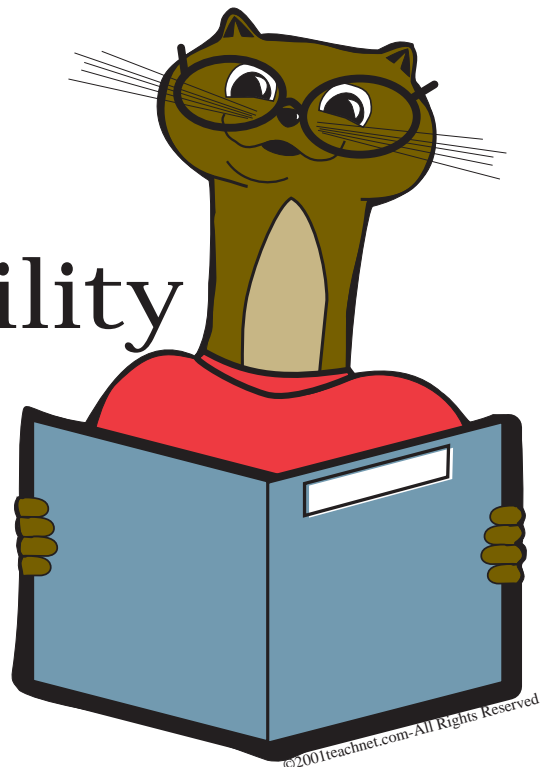
**O**rganizational

**T**ools

**T**each

**E**veryone

**R**esponsibility





Welcome to the OTTER!

OTTER is an acronym for “Organizational Tools Teach Everyone Responsibility”. This is something many teachers have been starting to use with their students. They use it to help students be more organized, to keep in contact with parents, to encourage students, and to keep up with school dates and activities. The binder would go home each afternoon to show parents.

Here’s how it works....

Start out at the beginning of the year with a three-ring binder for every student. Included in each one would be:

- ◆ Calendar
  - βContaining weekly assignments
  - βImportant dates
  - βBook due dates
  - βTeacher Conference meetings
  - βReading assignments
  - βBox for parents to initial to show that they have seen the notebook
- ◆ Newsletter
  - βKeep parents up to date on upcoming events and activities for their children.
  - βBirthdays, thank-yous, help wanted, etc.
- ◆ Zip Pockets
  - βUse these for pencils, etc.
  - βNotes, memos to and from parents/teachers
  - βMilk/lunch money
- ◆ Spiral Notebook
  - βProvides a permanent record of communication with parents
  - βGood for reminders, encouraging notes about student, concerns, etc.

These are just a few of the ways in which to use the OTTER. Some suggestions would be to customize each student's binder by putting their name on it or letting them draw or paint whatever they would like on it. To make it something they like having with them at all times and enjoys showing to their parents every night.