



My Academic Success: Action Packet

Hello!

Organization, time management, & motivation are three crucial factors to staying on top of work & preventing the accumulation of missing assignments & protecting against habits like procrastination.

The following packet includes some tools and information to help you find success in your academic courses and improve your grades.

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Please utilize the tools included in this packet and update me on your progress/plan for the remainder of the semester – remember, we are here to help!



Your CHS Counselors:
Mrs. Ritchey (A-Far)
Mrs. Cato (Fas-Len)
Mrs. Gillespie (Leo-Rose)
Mr. Rivas (Rosh-Z)

Support on Campus

Support Periods:

Support periods are every Tuesday, Wednesday, Thursday, & Friday from 7:50-8:30am. Support periods are optional but highly recommended. You can choose to go to whichever class you need help with the most. Email your teacher for their support codes and schedule.

Free Tutoring:

NHS (National Honors Society) is offering free tutoring on Wednesdays and Thursdays from 3:30-5:30pm on Zoom, for the following subjects: English, Math, Science, Social Studies, Spanish and French. For information and to access support, visit their [website](#).

NEHS (National English Honors Society) is offering free English tutoring on Wednesdays from 7:50-8:39am on Zoom. For more information and to access support, visit their [website](#).

Tutoring References:

Contact Ms. Lutsky (rlutsky@lvusd.org) in the College/Career Center for a full list of available peer & adult tutors.

As a student you can:

- Check Aeries/Google Classroom regularly to stay up to date on your progress
- Communicate with your teachers about specific classroom/course concerns, whether in class, at Support, or through email
- Come see your counselor during Nutrition or Lunch - email me in order to provide a higher level of accountability
- Be present physically & mentally in every class; eliminate distractions

As your counselor, I am happy to:

- Help you draft an email to your teachers explaining your areas of challenge, identifying support, & work with them to better understand and continue effective communication
- Complete learning style inventories to help you better understand your unique learning processes & how you operate best in a learning environment (these can be found in your Naviance account as well!)
- Work on organizational habits/study skills (every student needs to find a unique organization strategy that will work for their specific needs)
- Collaborate to create an academic action plan to help inform your steps toward success

REMEMBER: My office is a safe, confidential place for you.

Please keep in mind that, ultimately, it is your responsibility to utilize the support available at CHS and follow-through with action plans created during academic check-in meetings with your teachers and counselor.

Communicating with Your Teachers Through Email

It can be incredibly valuable to email your teachers in order to communicate and receive support & feedback.

Need to email someone?

Follow these steps for professional, courteous communication!

1. Include a greeting like "Good Morning, Mrs. Gillespie!" or "Dear Mr. Rivas,"



2. Use complete sentences and proper grammar.

3. Be specific with what you need. For example, start with, "I am writing because" and add:

"I need to..."

"I would like to schedule..."

"I have tried and..."



4. Use a closing like "Thank You!" or "Sincerely,..." and always end with your name.

5. Be sure to add a subject line with a 2-3 word summary of your email.

HAPPY EMAILING!



#emailhacks
#tiptuesday
#chscounselorsrock

Example Email

Below is an example email to a teacher. **Remember, this is just an example - make it your own!**

"Good Morning/Afternoon Mr./Mrs. _____,

I have (met with/talked to) my counselor, _____, to help me get back on track with my classes. I know that I have (many missing assignments/low test scores/attendance issues) and I want you to know that I am working to create a plan to work harder and bring up my grade in your class. I plan on coming into support to have a conversation with you about how I can be successful for the remainder of the semester. I know that I struggle with (organization/time management/motivation) and I am still learning the tools to help me manage these areas of challenge. I appreciate any feedback or encouragement that you can give me as I truly hope to succeed in your class. Thank you for taking the time to read this email and I hope you have a great day.

*Sincerely,
Johnny Smith"*

Now What?

- Review the example email
- Send an email to the teachers of the classes where you are currently receiving a 'D' or 'F'
- CC: me on the emails so that I can be in the loop and help support your progress
- Want me to review it before you send it?? Meet with me and we can edit it together!

LVUSD Socio-Emotional & Counseling Support



- FREE Community 360 Counseling Center Appointments: [HERE](#)
- Support Videos: [HERE](#)
- Resources for topics such as Anxiety, Stress, Substance Abuse, Grief & Loss, etc: [HERE](#)



- Appointments with CHS Counselors: [HERE](#)
- Drop-ins for Students at Nutrition & Lunch (See weekly counselor email for availability)

Crisis Resources:

The Crisis Text Line logo is a red rectangular button with the text "CRISIS TEXT LINE |" in white, sans-serif font.

In a crisis?

Text HOME to 741741 to connect with a Crisis Counselor

Free 24/7 support at your fingertips

The National Suicide Prevention Lifeline logo features the words "NATIONAL SUICIDE PREVENTION LIFELINE" in a bold, sans-serif font, with "SUICIDE" in a larger, bolder font. Below the text is the phone number "1-800-273-8255" in a large, bold, sans-serif font.

Additional Links & Resources

Topic	Website
Make an appointment with your Counselor	https://chscounselingoffice.wixsite.com/chscounseling/meet-the-counselors
VIDEO: Distance Learning Tips & Tricks: Organizing Time & Assignments	https://drive.google.com/file/d/1CNO2f28yNPYZW1jE6GM3ERYjcoJGLqI/view
Tips & Tricks for Academic Success (for parents & students)	https://e41f95bf-5ff7-4e44-8b18-8967df53d763.filesusr.com/ugd/524420_5ebea4807c134756ab94d0d12ab7d7ca.pdf
Fall 2020 Class Codes Editable Google Doc (example on page 9)	https://docs.google.com/document/d/1wgiGf72Dr-hEDl8Tz9P3fiCjRpPdvnvPofRile2UV9g/edit?ts=5f57fcc6
AERIES Student Portal	https://student.lvusd.org/
LVUSD Technical Support	https://sites.google.com/lvusd.org/lvusdonline/home
Counseling Instagram	https://www.instagram.com/chs__counseling/
Attendance Office	<p>CHS: https://www.lvusd.org/Page/1066</p> <p>Virtual Academy: https://docs.google.com/forms/d/1sPTcwxeQWCjrFUfUz6ia4DOfSlKBu_2eGcu0lv7UcQ/viewform?ts=5f61974e&gxids=7757&edit_requested=true</p>

TIME MANAGEMENT

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8AM		School	School	School	School	School	
9AM		School	School	School	School	School	
10AM		School	School	School	School	School	
11AM		School	School	School	School	School	
12PM		School	School	School	School	School	
1PM		School	School	School	School	School	
2PM		School	School	School	School	School	
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							
9PM							
10PM							



SMART STUDYING

Name:

Date:

Put a check mark next to the statements that are true for you.

- ☐ I have a place to study that's clean, well-lit, and has everything I need.
- ☐ I eliminate distractions when I study (turn off TV, phone, etc.).
- ☐ I study at the time of day that's best for me (not just when I can squeeze it in).
- ☐ I don't procrastinate.
- ☐ I always create a study plan before I start to make sure I get everything done.
- ☐ I break large assignments down into small parts I can do over time.
- ☐ I take breaks between subjects.
- ☐ I review everything I study.

What areas do you need to work on?

How many stars
would you give your
study habits?



Explain your rating.

woodburnpress.com

assignment schedule

class	due date	assignment

Fall Class Codes:

Period	Course	Code
1		Google Classroom: Zoom link:
2		Google Classroom: Zoom link:
3		Google Classroom: Zoom link:
4		Google Classroom: Zoom link:
5		Google Classroom: Zoom link:
6		Google Classroom: Zoom link:

Fall Bell Schedule:

Monday (Traditional):

Period 1	8:56 - 9:40
Period 2	9:48 - 10:32
<i>Nutrition</i>	10:32 - 10:44
Period 3	10:52 - 11:39
Period 4	11:47 - 12:31
<i>Lunch</i>	12:31 - 1:11
Period 5	1:19 - 2:03
Period 6	2:11 - 2:55

Tues-Friday (Odd/Even):

Support	7:55 - 8:30
Period 1	8:38 - 10:19
<i>Nutrition</i>	10:19 - 10:32
Period 3	10:40 - 12:26
<i>Lunch</i>	12:26 - 1:06
Period 5	1:14 - 2:55