

My Academic Success: Action Packet

Hello Bobcats!

This packet is designed to help you get back on track with school this year! We know that it has been a very hard year for everyone, but don't give up! You still have time to get back on track! 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.

Included in this packet:

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Handy Handouts for Organization & Planning	Pages 6-11

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



Your Bel Air High School Counselors,

Edward.Naus@hcps.org (A-F)

Lori.Hackett@hcps.org (G-Mi)

Terry.Knight@hcps.org (Mj-P & Biomed)

Brittany.McKinney@hcps.org (Q-Z)

Supports

Support:

Flex Fridays: Find your teachers flex friday sign up on Bookings [here](#).

Tutoring References:

List of tutors from HCPS coming soon!

As a student you can:

- Check HAC and Itslearning regularly to stay up to date on your progress
- Communicate with your teachers about specific classroom/course concerns, via email or Flex Fridays.
- Book an appointment with your counselor [here](#).
- Be present physically & mentally in every class.
- Eliminate distractions during class time.
- Utilize the Virtual Calming Room [here](#).

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 BAHS 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..."



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

6. 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 attending Flex Fridays 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 'E'
- 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!

Socio-Emotional & Counseling Support



- Appointments with BAHS Counselors: [Here](#)



- [KeyPoint](#)
- Brochure
- Referral Form
- [Empowering Minds](#)

Crisis Resources:

CRISIS TEXT LINE |

In a crisis?

Text HOME to 741741 to connect with a Crisis Counselor

Free 24/7 support at your fingertips

NATIONAL SUICIDE PREVENTION LIFELINE

1-800-273-8255

 The Klein Family Harford Crisis Center is located at 802 Baltimore Pike in Bel Air, Maryland

CONTACT US AT 1-800-NEXT-STEP
410-874-0711

YOU CAN
DO IT



Additional Links & Resources

Topic	Website
Make an appointment with your Counselor	Make an Appointment
VIDEO: Distance Learning Tips & Tricks: Organizing Time & Assignments	Time Management Organization
Home Access Center	Grades and Work
HCPS Technical Support	Tech Support
Counseling Itslearning	9th Grade 10th Grade 11th Grade 12th Grade
Virtual Calming Room	BREATHE AND RELAX HERE
Virtual Activities	Move your body and mind here
Math Help	Links to Math Help Here

Period	Monday A Day	Tuesday B Day	Wednesday A Day	Thursday B Day	Friday FLEX FRIDAY
1st 7:55-9:05					
2nd 9:15-10:25					
3rd 10:35-11:45					
4th 12:45-1:55					

***Remember, every other week switches from 1234 to 1243!**

Rotating Schedule:

(Quarter 2)

November

Monday	Tuesday	Wednesday	Thursday	Friday
2nd - CLOSED to students	3 rd - S & O Closed	4 th - A 1234	5 th - B 1234	6 th - Flex - 1234 End of Quarter
9 th - A 1243	10 th - B 1243	*11 th - S & O Early Dismissal - A 1243	12 th - B 1243	13 th - Flex 1243
16 th - A 1234	17 th - B 1234	18 th - A 1234	19 th - B 1234	20 th - Flex 1243
23 rd - A 1243	24 th - B 1243	*25 th - S & O Early Dismissal - A 1243	26 th - S & O Closed	27 th - S & O Closed
30 th - A 1234				

December

Monday	Tuesday	Wednesday	Thursday	Friday
	1 st - B 1234	2 nd - A 1234	3 rd - B 1234	4 th - Flex 1234
7 th - A 1243	8 th - B 1243	9 th - A 1243	10 th - B 1243	11 th - Flex 1243
14 th - A 1234	15 th - B 1234	16 th - A 1234	17 th - B 1234	18 th - Flex 1234
21 st - A 1243	22 nd - B 1243	*23 rd - S & O Early Dismissal - A 1243	24 th - S & O Closed	25 th - S & O Closed
28 th - CLOSED to students	29 th - CLOSED to students	30 th - CLOSED to students	31 st - S & O Closed	

January

Monday	Tuesday	Wednesday	Thursday	Friday
				1 st - S & O Closed
4 th - A 1234	5 th - B 1234	6 th - A 1234	7 th - B 1234	8 th - Flex 1234
11 th - A - 1243	12 th - B 1243	13 th - A 1243	14 th - B 1243	*15 th - Early Dismissal - Flex 1243
18 th - S & O Closed	19 th - B 1234	20 th - A 1234	21 st - B 1234	22 nd - Flex End of Quarter 1234
25 th - A 1243	26 th - B 1243	27 th - A 1243	28 th - B 1243	29 th - Flex 1243

Virtual Learning Bell Schedule

7:45-7:55	Attendance App
7:55-9:05	Period 1
9:05-9:15	Break
9:15-10:25	Period 2
10:25-10:35	Break
10:35-11:45	Period 3
11:45-12:45	Break
12:45-1:55	Period 4

Teams Links

Period	Course- A days	Teams Code
1		
2		
3		
4		

Period	Course- B days	Teams Code
1		
2		
3		
4		



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