

# My Academic Success: OAHS Action Packet

If you are receiving this packet it means that you received a 64 or below on a recent progress report. **Organization, time management, & motivation** are three crucial factors to staying on top of work & preventing the build up of missed assignments & protecting against habits like procrastination and becoming overwhelmed.

**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:

Academic Supports
How to Ask for Academic Help (& Examples)
Contact Your Counselor
Handy Handouts for Organization & Planning

*Please utilize the tools included in this packet and reach out to your school counselor if you need support. Remember, we are here to help!*



*We'll be here for you,*

***OAHS School Counselors***



# Academic Support at OAHS

## Teacher Help Sessions:

Every teacher has help sessions before or after school where you can receive additional support. Check with your teacher for the best time to meet individually.

## Tutoring References:

Oxford Educational Foundation is a free tutoring service. To sign up, go to:

<http://www.oxfordeducationalfoundation.org/howtogetinvolvedoef.html#mentor-tutor>

## Writing Help:

Do you have a writing assignment that you need assistance with? The National English Honor Society is offering virtual writing help! Attend the Writer's Workshop through Microsoft Teams. There will be NEHS members present in the meeting to give you immediate feedback on your writing assignment.

**Date: Every Wednesday, 2:30-3:00**

Link to Join Workshop through Teams:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OGU1NGNkYjYtNzhhNS00Yzc1LWlZ NzYtNmU4MzJlMjg3NjFk%40thread.v2/0?context=%7b%22Tid%22%3a%22a0d8e11b-5070-4524-b1b3-80b5b4a4b10d%22%2c%22Oid%22%3a%228e9b2186-f6e8-4e03-b126-839447d4aa41%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGU1NGNkYjYtNzhhNS00Yzc1LWlZ NzYtNmU4MzJlMjg3NjFk%40thread.v2/0?context=%7b%22Tid%22%3a%22a0d8e11b-5070-4524-b1b3-80b5b4a4b10d%22%2c%22Oid%22%3a%228e9b2186-f6e8-4e03-b126-839447d4aa41%22%7d)

You can receive feedback on your writing assignment through email.

1. Email the assignment details and your work to: [oxfordwritersworkshop@gmail.com](mailto:oxfordwritersworkshop@gmail.com)
2. Wait for an NEHS member to respond to your email. This option will take 3-5 days for feedback on the assignment.

Any questions, please email Mrs. Burnett at [cburnett@oxfordasd.org](mailto:cburnett@oxfordasd.org)

## Science Help:

If in need of help for any of your Science classes National Science Honor Society offer tutoring help. Email Mrs. Peterson at [cpeterson@oxfordasd.org](mailto:cpeterson@oxfordasd.org)

## Spanish Help:

If in need of help for Spanish National Spanish Honor Society offers tutoring. Email Miss Gotwols at [kgotwols@oxfordasd.org](mailto:kgotwols@oxfordasd.org)

## Study Skills Group:

Students are you looking for tips and strategies for study skills? Maybe you just need ideas to manage virtual learning. The Study Skills group will be offered on Fridays focusing on three topics that many of you might be interested in attending.

1. Setting Up Your Study Space
2. Time Management and Engagement in the Virtual Classroom
3. Technology 101 & Communication with teacher

Please register using the google link below for one or all sessions:

<https://forms.gle/nV5EQmCMqY3meJ3x8>

## Lighthouse Youth Center Homework After School Program:

Homework help is offered after school until 5:00pm. You must be registered with the Lighthouse to participate. For more information and to sign up, contact Amy Perkins at [amy@oxfordlighthouse.org](mailto:amy@oxfordlighthouse.org).

### As a student you can:

- Check PowerSchool and Blackboard regularly to stay up to date on your progress.
- Communicate with your teachers about specific classroom/course concerns, whether in class, through the teams chat, at open office hours, or email.
- Schedule an appointment with your counselor on her counselor bookings link, which can be found on the guidance webpage.
- Be present physically & mentally in every class.
- Eliminate distractions during class time.

Please keep in mind that, ultimately, it is your responsibility to utilize the supports available at OAHS.

**REMEMBER:** Our offices are safe, confidential places for you. If you need to talk, make sure you are scheduling a meeting with your counselor.

## Communicating with Your Teachers Through Email

It can be incredibly valuable to email your teachers in order to communicate and receive support & feedback.  
Below is best practice when emailing a teacher.

# HOW TO EMAIL A TEACHER

**1 SUBJECT LINE**  
2-5 word summary of the email.

"Missing Grade"  
"Homework Question"  
"Late Work"



*in the message body...*  
**2 BEGIN WITH A GREETING**

"Good morning, Ms. Goicochea,"  
"Hello!"  
"Good afternoon,"

**3 GET TO THE POINT + ADD DETAILS**

"I am writing because..."

+  
"I have already tried..."  
"I remember the first step, but can't remember..."

**4 CLOSING**  
"Thank you,"  
"I hope you're well,"  
"Have a nice evening."

**5 SIGN YOUR NAME**



## **Additional Links & Resources**

<b>Topic</b>	<b>Website</b>
<p>Make an appointment with your School Counselor</p>	<p><b><u>Mrs. Stacey Lock:</u></b>  <a href="https://outlook.office365.com/owa/calendar/MrsLockSchoolCounselor@oxfordasd.org/bookings/">https://outlook.office365.com/owa/calendar/MrsLockSchoolCounselor@oxfordasd.org/bookings/</a></p> <p><b><u>Mrs. Jennifer Williams:</u></b>  <a href="https://outlook.office365.com/owa/calendar/MrsWilliamsSchoolCounselor@oxfordasd.org/bookings/">https://outlook.office365.com/owa/calendar/MrsWilliamsSchoolCounselor@oxfordasd.org/bookings/</a></p> <p><b><u>Mrs. Kathryn Rappold:</u></b>  <a href="https://outlook.office365.com/owa/calendar/MrsRappoldOAHSGuidanceDepartment@oxfordasd.org/bookings/">https://outlook.office365.com/owa/calendar/MrsRappoldOAHSGuidanceDepartment@oxfordasd.org/bookings/</a></p> <p><b><u>Ms. Sylvia Cintora:</u></b>  <a href="https://outlook.office365.com/owa/calendar/CintoraSchoolCounselor@oxfordasd.org/bookings/">https://outlook.office365.com/owa/calendar/CintoraSchoolCounselor@oxfordasd.org/bookings/</a></p> <p><b><u>Mrs. Mary Humphreys:</u></b>  <a href="https://outlook.office365.com/owa/calendar/OAHSSchoolCounseling@oxfordasd.org/bookings/">https://outlook.office365.com/owa/calendar/OAHSSchoolCounseling@oxfordasd.org/bookings/</a></p>
<p>School Counseling Website</p>	<p><a href="https://www.oxfordasd.org/Domain/201">https://www.oxfordasd.org/Domain/201</a></p>
<p>High School Website</p>	<p><a href="https://www.oxfordasd.org/Domain/13">https://www.oxfordasd.org/Domain/13</a></p> <p>Important information regarding virtual versus hybrid schedule will be posted on the high school website.</p>



# 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?

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How many stars would you give your study habits?



Explain your rating.

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# assignment *schedule*



class	due date	assignment