

TIPS TO AN ORGANIZED BINDER

1. **BINDER:** All Northside students must have one 3 or 4 inch binder and will be checked weekly. (*See next page for schedule.*)
2. **DIVIDERS:** Use dividers with labels to help you locate information easily in the binder. If you cannot afford dividers, make your own out of thick paper or cardboard. (Color coding is a great idea.)
3. **HOLE PUNCH:** Hole punch all the papers and then place them in the binder. Teachers, please make an effort to hole punch papers when you copy.
4. **SHEET PROTECTORS:** It would be a good idea to have sheet protectors for handouts that you will use often or need to hold onto for the year.
5. **LOOSE LEAF PAPER:** DO NOT RIP LOOSE-LEAF PAPER or ASSIGNMENTS from the binder, but instead open the prongs to remove the paper neatly.
6. **PAPERS IN PROPER LOCATION:** When the teachers return papers, you should take time to place papers in their proper location (Teachers allow time for students to place papers in the binder).
7. **DILIGENT:** You should remain diligent about what to include in the binders. If a unit is over, students should ask the teacher if the paperwork needs to be kept. If not, it can be discarded so the binder does not become cluttered.
8. **CLEAN OUT AND REORGANIZE:** You should clean out and re-organize your binder weekly. Again, be diligent about what to keep in the binder, throw away, or archive (file away at home).

Here are items needed to help you get organized this school year.

Required Basic Supply List	Optional Items
3 inch Binder Loose-leaf Paper Dividers Sheet Protectors Calendar/Planner (provided by school) <i>You may purchase your own</i> Pencil Pouch or Box/Holder Pencils/Pens Backpack: All freshmen must have a backpack with a pocket to insert a laptop Ear buds: Mandatory for Freshmen	Highlighters Hole puncher Stapler Sticky Notes Sticky Tabs Single 3 hole subject notebook for Interactive notebooks

**Northside High School
Weekly Binder Check 2014/2016**

1ST SEMESTER

1st 6 Weeks	Aug. 28-Oct. 9
Aug. 28 -29	Set up Organization
Sept. 2 -5	Set up Organization
Sept. 8 -12	1 st Period
Sept. 15-19	2 nd Period
Sept. 22-26	3 rd Period
Sept 29 – Oct 3	4 th Period
Oct 6 -10 *	Organize

2nd 6 Weeks	Oct. 10 – Nov. 24
Oct. 13-17	Organize
Oct. 20 - 24	1st Period
Oct. 27 -31	2 nd Period
Nov. 3 -7	3 rd Period
Nov. 10 – 14*	Organize
Nov. 17 - 21	4 th Period

3rd 6 Weeks	Nov. 25 – Jan 23
Nov. 25 *	Organize
Dec. 1-5	1 st Period
Dec. 8-12	2 nd Period
Dec. 15-19	3 rd Period
Jan. 5-9	4 th Period
Jan. 12-16	Organize
Exams Jan. 20-23	

2ND SEMESTER

4th 6 Weeks	Jan. 28 – March 13th?
Jan. 28-30	Set up Organization
Feb. 2-6	1 st Period
Feb. 9 -13 *	2 nd Period
Feb. 17 – 20*	2 nd Period
Feb. 23 -27	3 rd Period
March 2-6	4 th Period
March 9 -13 *	Organization

5th 6 Weeks	March 16? – April 30
March 16-20	Organize
March 23-27	1 st Period
April 7-10 *	Organize
April 13-17	2 nd Period
April 20-24	3 rd Period
April 27-30	4 th Period

6th 6 Weeks	May 1 – June 18
May 1 *	Organize
May 4-8	1 st Period
May 11 - 15	2 nd Period
May 18 - 22	3 rd Period
May 26-29	4 th Period
June 1-5	4 th Period
June 8	Organize for Finals
Exams June 6-11	