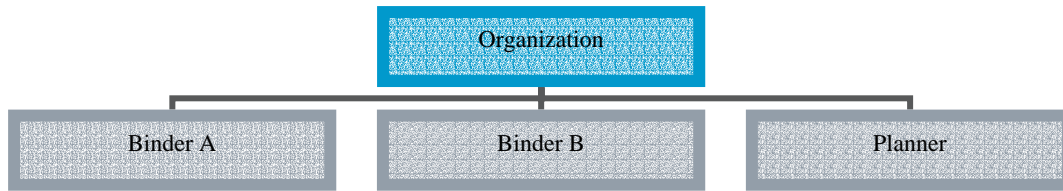


Organizing Class Materials



Main Organization: **The two white binders**

- Binder A: This white binder should contain spiral notebooks and folders for your **morning** classes.
- Binder B: This white binder should contain spiral notebooks and folders for your **afternoon** classes.

Guidelines:

1. Write your name, advisory room and the classes included in each binder.
2. Include a copy of your schedule, loose leaf paper, and a pencil case.
3. Label each folder and spiral notebook with your name, advisory room, and the class. Refer to the color coding system.
4. One of the best times to exchange binders is during your lunch period.
5. Try not to carry both binders at the same time.
6. Be patient! Once you get a system to work your life will get easier.

Other supplies:

The following are supplies you should always have with you.

- **A GCP Planner**
- **One of the correct white binders**
- **Loose-leaf paper**
- **Pencil and pens**
- **Highlighter**
- **The correct books**

The following are supplies that you should keep in your locker in case the teacher requests them for class or you need them.

- **A supply of pens and pencils**
- **Colored pencils**
- **Markers**
- **1 package of reinforcement tabs**
- **Index cards**
- **Loose-leaf paper**

