

Teachers: *Organizing for Success*

By Vickie Zion

Teachers, how many times have you found students in your classroom who can't find their homework, the worksheet just handed out or notices to their parents that you thought were sent home only to find that they are still in your students' backpacks or desks? Does this happen in your classroom? Every year there are students that need to be taught how to get organized.

■ **BINDERS, NOTEBOOKS, ACCORDION FILES:**

One system is the 3-ring binder. The first item in the very front of the binder needs to be their class schedule placed in a sheet protector. This is followed by the planner (mentioned below). Next, a binder needs to have dividers labeled for each subject. The tabs can match the same color as the book covers for each subject. The color will trigger the thought that they go together. Each subject can have a poly pocket with one side for papers to DO and one for papers DONE, ready to turn in the next day. Notebook paper can be placed in each section, ready to go with extra paper located in the back of the binder. Each subject can be further divided if need be and labeled: notes, tests, handouts, worksheets. All papers are placed in the binder. It is the student's portable filing cabinet. At any moment you can ask a student to pull out a previous paper and he can actually find it. Papers stay in the binder until no longer needed. Then the papers can be transferred to a file folder at home if deemed important enough to save for future reference.

If a binder is not handy for organizing homework, one can use a spiral bound notebook that has poly pockets for each subject. This is labeled the same way, one side for papers to DO and one side for papers already DONE. This can be color coordinated as well.

Another system is the accordion file. It needs to have 7 or 13 subject's files in it, whichever matches the number of classes the student is taking. It needs to be sturdy and able to close. It should be set up the same as the binder. In front is the class schedule and planner, followed by the homework to DO section and the homework DONE section, and each class subject. The last section should hold extra paper