

Helpful Tips for an Organized Binder

The purpose of the TCA binder is to help keep students organized and ensure they have the materials they need at school, at home, and on the go. TCA students who have moved on always report back that their organization skills are part of their success.

Here are some tips for setting up your binder:

- Heavy duty binders cost more, but might make it through the year.
- Use *plastic dividers* with pockets to keep subject materials together. Dividers work the best, papers fall out of the plastic folders, so graded papers for upper grades may be kept there.
- Subject material goes behind each divider. Older students, put about 10-15 sheets of lined paper in each section. You don't want to weigh your binder down too much. Replenish daily as needed.
- Label your dividers. Once you learn your new schedule, arrange your dividers with your first class at the front and your last class at the back. Place your "graded papers" divider first.
- 3-4th : You have the option of using 2 binders. Get 2 different colors if you use two. Divide your classes between the two binders. Suggested: Binder #1-first two classes and Spanish Binder #2: last two classes and graded papers. (Homework sheet should be kept in one place to avoid having two lists.)
- Your pencil pouch should go in front of your first divider. It should have at least 3 sharpened pencils, as well as anything else needed to complete your homework.

Now that it's put together...keep it organized!

- Once school starts, your homework sheet should go directly behind your pencil pouch. Fill your homework sheet or assignment book out at the end of each class.
- Worksheets with holes punched in them should be "locked" into the rings of the section they are related to. If there are no holes, they should go in the pocket divider.
- There should be no subject related papers in the front of your binder.
- Graded papers should be emptied each Friday.
- Put your work back in your binder as soon as you are done.

2017-2018 SUPPLY LIST

FIRST/SECOND GRADE CLASSES

- Backpack (no rolling bags are allowed on the church floor)
- Lunch box
- Water bottle
- 1 art shirt if desired (large t-shirt to be kept in backpack for projects)
- 1 ½" 3-ring binder
- 6 plastic pocket dividers labeled in order of classes
- Zippered pencil pouch for binder
- \$50 supply fee made out to TCA for all other supplies

THIRD/FOURTH GRADE CLASSES

*replenish daily, as needed, throughout the year

- Backpack (no rolling bags are allowed on the church floor)
- Lunch box
- 1 art shirt if desired (large t-shirt to be kept in backpack for projects)
- 2" 3-ring binder
- 6 plastic pocket dividers labeled in order of classes
- Pencil pouch
 - age-appropriate sized scissors
 - 1 package of highlighters*
 - 2-3 boxes of SHARPENED #2 pencils (keep five pencils in pouch and replenish)*
 - Hand-held pencil sharpener
 - Eraser caps (if desired)*
 - 1 package of 3 large pink erasers*
 - 3 packages of glue sticks (*bring 2 to school*)
- 1 package of washable markers*
- 1 box crayons
- 1 package of 10+ colored pencils*
- 2 small bottles of glue *to be brought to school*
- 1 deco folder with pockets labeled, "WORK FOLDER"
- 2 packages constructions paper to be brought to school
- 6 packages of **WIDE-RULED** notebook paper (reinforced recommended)*
 - *Bring three to school and keep three at home*
- 2 **WIDE-RULED** 9.75" x 7.5" tape bound composition notebooks

MIDDLE SCHOOL CLASSES (5-8)

*replenish daily, as needed, throughout the year

- Laptop and computer bag
- Backpack (no rolling bags are allowed on the church floor)
- Lunch box
- 2 ½" 3-ring binder
- 6 plastic pocket dividers labeled in order of classes
- Pencil pouch
 - Adult size scissors
 - 1 package of highlighters*
 - 2-3 boxes of SHARPENED #2 pencils (keep five pencils in pouch)*
 - Hand-held pencil sharpener
 - 3 packages of glue sticks (*bring 2 to school*)
- 1 package of 12 washable markers*
- 1 package of 12+ colored pencils*
- 6 packages of **WIDE-RULED** notebook paper (reinforced recommended)*
 - *Bring three to school and keep three at home*
- 3 **WIDE-RULED** 9.75" x 7.5" tape bound composition notebooks
- Pocket folder for English writing, labeled with name to be left at school

Cut and tape inside binder:

Email address: _____

Password: _____

Quizlet ID: (if already signed up) _____

Quizlet password: _____

Gradelink login ID: _____

Gradelink password: _____