

Helpful Tips for Upper School Organization

- Begin each day with prayer for your teachers and for the Lord to lead you through the day.
- Locks are available for each student. You **do not** have to purchase your own lock.
- Grades are reported by semester in the upper school, not by quarter. Grades can also be monitored on Edline.
- Go to each class well prepared. This helps to ensure success.
- Consider building the habit of carrying the books for the first part of your day (before break) in your backpack and leaving your other books in your locker. You will probably have three periods before break. This lightens your load and makes it easier to maneuver. The books can be switched out at break time.
- Take the contents of your notebooks seriously. Some teachers periodically do notebook checks for a grade.
- If you decide to combine subjects within a larger notebook, divide the notebook by subject. Use the pocket type dividers and keep notebook or graph paper stocked for each subject in the pockets.
- Place a zippered pencil bag in the front of each notebook and keep it stocked with pencils, lead, erasers, pens, etc. If you decide to carry your backpack to each class, you may want to keep a pencil bag in it. Don't forget to periodically check to make sure you have an adequate supply of everything you need.
- Keep two page protectors immediately behind the pocket divider for each subject. Label the first one for homework/assignments and the second one for study sheets.
- Place a large zippered pocket pouch in your math notebook (or the math section of your multi-subject notebook). Use this to keep your ruler, protractor, compass, and calculator ready for easy access.
- Choose an assignment book that you will use. Take it with you to all classes. Assignments are written on the board and should remain there during the entire class. It is always a good idea to write the assignment down when you first get to class. Remember that the teachers will not remind you to write down your homework. Please ask the teacher if the assignment is not written on the board. Assignments should also be posted on Edline.
- Consider using a locker shelf to separate the books for your first set of classes from the books for your second set of classes. This will make it easier to get to your next class quickly.
- Even though it is very cool to have your own locker for the first time, always remember to make as few locker visits as possible during the school day. It takes up precious time between classes when you have to unlock and relock your locker.
- Always keep your locker locked. Make sure to have your combination written somewhere in case you forget. Do not ever leave any valuables in an unlocked locker.
- Do not store liquids in your locker. If there is an accidental leak it can ruin your books. If you have an upper level locker you can also ruin the books in the locker below.
- Feel free to decorate the inside of your locker with magnetic accessories. There are some great mirrors, white boards for messages and reminders, shelves, and other accessories available. You can also make your own personalized magnets from scrapbooking stickers, etc. Some students have even enjoyed making a collage of friends' pictures or using scrapbooking paper to wallpaper their lockers. Magnetic tape will transform lots of things into magnets. **Remember that tape or other types of adhesives are not allowed, only magnets.**
- Bring lunches that do not need to be microwaved, at least at the beginning of the school year. Having a quick lunch readily available will be important as you learn about time management during your brief lunch break.
- Don't forget to also bring a snack.
- **Label Everything!!!** No matter how amazing your new lunchbox or calculator may be, there will probably be someone with one that is identical.