

Tips for becoming a...

SUPER ORGANIZED Student



The most successful Malow students typically choose one of the following three systems for organizing themselves:

1. Binder System -- This is the system most recommended by teachers. For each class, papers are hole-punched and organized into a binder with divider tabs (depending on the class, tab sections might include: notes, homework, quizzes/tests, review guides, labs, etc.). An organized binder allows students to easily locate papers at exam time or in the event of a grade discrepancy. The binder system also prevents the embarrassment of papers falling all over the hallway as sometimes happens when over-stuffed paper folders drop. Some students carry a two-pocket folder to each class on a daily basis and move papers into their binders regularly.

2. Trapper Keeper/Case-It -- This system is great for students who like the ease of keeping a folder for each class clipped together in one larger central binder. When the six individual folders fill up, papers can be filed into binders with divider tabs or can be stored at home using another system until exam time.

3. Folder for Each Class -- In this system students use an inexpensive paper or plastic two-pocket folder for each class and replace them every 5-10 weeks as they fill up. Folders for each progress report or marking period are saved at home for use at exam time.



It is not recommended to use the same two-pocket folder for all six classes. This method usually leads to disorganization, lost papers, and stress.

Planner -- Students are strongly encouraged to use a student planner/agenda. Students can record assignments for each hour in the daily space and can record upcoming quizzes/tests and projects in the monthly space.

PowerSchool -- PowerSchool can be checked regularly online or using the app. The UCS District Code is NKDJ. Many teachers leave progress comments in PowerSchool for parents and students. (<https://ps.ucs.misd.net/public/home.html>)

Phone/Digital Organizer -- Students who have not been successful using a traditional planner/agenda are sometimes more successful using their phone, iPod, or other digital device. With teacher permission, students can take a photo of the daily agenda/assignments in each classroom. Students can also set reminders to turn in homework at the start of each hour or for quizzes and tests.

Teachers Websites -- Many teachers have highly detailed websites explaining assignments for the week or month, outlining upcoming quiz/test dates, and providing a way to download handouts and assignments. Teacher websites are linked from our Malow website.

Well-Supplied Study Area at Home -- It is a great idea for students to have a study area at home with supplies such as pencils, erasers, pencil sharpener, loose leaf paper, stapler, hole punch, etc. This prevents time wasted hunting around the house at homework time.

Homework Club -- Students who need help getting organized can stop by Homework Club which runs in the Malow Media Center after school from 3:05 p.m. to 4:00 p.m. most Mondays through Thursdays during the school year.

Typical Supplies Used by Malow Junior High School Students

Utica Community Schools must provide all necessary materials and supplies for curricular classes. Parents who wish to supplement these materials and supplies for their students may consider purchasing items from the list below. Teachers will provide class-specific supply suggestions during the first-week of school.

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| -Planner/Agenda | -Folders (2 pocket) | -Index Cards |
| -Pencils & Pens (Blue or Black and Red) | -Three-ring binders with divider tabs | -Pencil Case or Pouch |
| -Erasers | -Scientific Calculator | -Kleenex (for backpack or locker) |
| -Loose Leaf Paper or Spiral Notebooks | -Hole Punch | |