

SETTING UP YOUR LOCKER



OR



1. HANG YOUR BACKPACK AND JACKET ON THE HOOKS.

2. PUT TEXTBOOKS AND NOTEBOOKS ON TOP SHELF

- Better yet, organize them by block 1 and block 2 somehow.
- If you have an upper locker and the top shelf is too high, keep textbooks at the bottom (like the picture on the right).

3. PUT EXTRA SUPPLIES ON THE BOTTOM OF YOUR LOCKER

- If you have any extra supplies, put them in the bottom of your locker.
- If you have an upper locker and you are keeping your textbooks on the bottom, keep your extra supplies at the top (like the picture on the right).

LOCKER CLEAN - OUT

1. REMOVE EVERYTHING FROM YOUR LOCKER

- If it pretty clean, you can skip to step 2.
- If it is a disaster zone, go ahead and empty it onto the floor!

2. PUT TEXTBOOKS AND NOTEBOOKS ON TOP SHELF

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3. PUT EXTRA SUPPLIES ON THE BOTTOM OF YOUR LOCKER

- If you have any extra supplies, put them in the bottom of your locker.
- If you have an upper locker and you are keeping your textbooks on the bottom, keep your extra supplies at the top.

4. HANG YOUR BACKPACK AND JACKET

- If you have a gym bag, hang it up, too.

5. SORT LOOSE PAPERS

- Make piles for each class, a trash pile and a take home pile.
- Put the class papers into the correct side of each folder in your binder.
- Put the take home pile into your take home folder in your binder.
- Throw away the trash pile.

