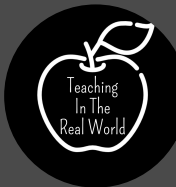


# Drowning in Worksheets and Handouts?

A Real-World Approach to

- Sorting
- Storing
- Organizing

Worksheets and Handouts



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# What is the Extra Papers Bin (EPB)?

A real world approach...

1. Easy and Effective Way to Organize Papers, Handouts, Worksheets etc.
2. Papers are Out of the Way, Filed and Ready to be Accessed by Anyone Who Enters the Classroom
3. A Way to Have Any and All Papers Available to Absent Students or Students with Missing Work/Assignments
4. An Organizational System that is Easily Managed by Students

# Supplies Needed

Milk Crate/File  
Crate



31 Hanging File  
Folders (with  
tabs)



Rules/Guideline  
to Hang on  
Front of Milk  
Crate

## Extra Papers Bin Guidelines

- ☐ Each Number Represents the Day of the Month
- ☐ Place Papers, Worksheets, Flyers Handouts etc. into the Folder that Matches the Date it was Passed Out
- ☐ Place Papers, Worksheets, Flyers, Handouts etc. in the FRONT of the Folder

Absent???

Check the dates you were absent, then look at the front of the folder for that date. Double check with your teacher to make sure you have grabbed the correct papers.

Missing Work???

Check with your teacher to see what date the assignment was passed out, then look in that folder for the missing work.

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# Real World Suggestions

Write down  
assignments  
handed out in  
lesson plan

Place EPB in an  
easily accessed place

Clean out each  
folder at the start  
of the new quarter

Date your ISN—that  
way students can see  
where any tape-ins or  
handouts will be in the  
EPB

Inform parents

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