

# BINDER AND ORGANIZATION REQUIREMENTS

**Organization pays!:** For many of us, organizational skills do not come naturally but once in place, they become a habit that cannot be lived without. In the short run, getting organized can feel like a burden, but in the long run it is worth it many times over.

- **The right tools for the job:** Many jobs are impossible without the right tools; being a student is no different. Your backpack, binder, and school supplies are the tools you must have to do your job as a student. If you are missing a tool or it's not in shape, you can't do the job.
- **A binder organizes information to make it accessible:** A binder isn't just a place to put things; it is a tool used everyday to organize and access information. Your binder is *the* reference book for your class. You will constantly use your binder to look up information in your handouts/typed notes and previous assignments. When you find specific information when you need it, things move forward smoothly. When you can't, you are stuck. At the front of your binder will be your Entry Guide which acts as a table of contents for each unit.
- **A backpack is a mobile office:** An office can't function without proper office supplies. Your backpack is the same. If you don't have a pencil, a calculator, an eraser or a spare sheet of paper when you need it, you are stuck.

## REQUIRED OFFICE SUPPLIES:

- Pen and Pencil with an eraser
- Colored Pencils
- 3 hole Binder Paper
- Calculator
- Metric ruler
- Divider for each subject with a pocket or folder

## REQUIRED BINDER SET-UP:

- Everything in each subject's section will be ordered either by date or entry number.
- All papers are neat.
- No loose papers.
- All papers in chronological order: All sections must be in chronological order. (Forward or reverse)
- Several subjects will also have a table of contents.

## Homework

- Homework that is to be turned in next class must be in the divider pocket.

## BINDER ASSESSMENT

- Surprise binder quizzes will reward you for being organized regularly.