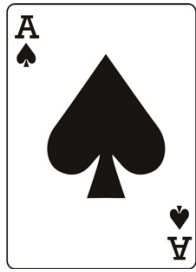
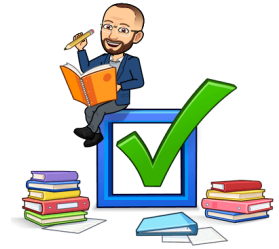
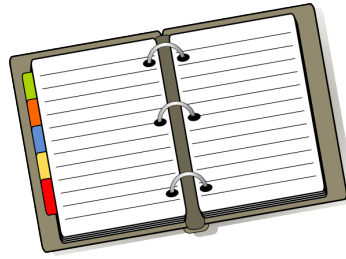


How to



your



Organization can be the difference between meeting your success goal and missing it. That’s why I am going to make sure you stay organized for our class. In this effort, I require you to have a 3-ring binder for our class. The binder must be standard size to hold 8.5” x 11” paper. I recommend a 1.5” binder because I will provide many handouts. You may also use a larger binder or share a larger binder with another class. I will not ask you to leave your binder in our class, nor will you be allowed to store your binder in the classroom.

To encourage your organization, I perform announced periodic binder checks where I will be looking to see how well organized your binder is and that all the work/pages in your binder are complete. In order to succeed in your binder check, follow the guidelines below:

Table of Contents (must be up to date)
<input type="checkbox"/> All pages listed with their page number/letter <input type="checkbox"/> Date Distributed listed for all pages <input type="checkbox"/> Date Collected (or an “X”) for all pages <input type="checkbox"/> Cut-Off Date (or an “X”) for all pages <input type="checkbox"/> Date Turned In (or an “X”) for all pages <input type="checkbox"/> Attendance up to date – including today
Content Pages
<input type="checkbox"/> All pages must be secure, in place, in your binder (unless you turned it in, and Mr. C still has it) <input type="checkbox"/> The Page number/letter MUST be obvious in the top right corner of the page when inserted in the binder <input type="checkbox"/> All pages must be in the correct order <input type="checkbox"/> All pages must be complete – absent is not an exception (unless it is something I specifically said it OK to not finish)
Neatness/Effort
<input type="checkbox"/> No loose pages (i.e., in the front or back pocket of the binder) <input type="checkbox"/> No work from other classes in OUR section of your binder

Use the space below to record your upcoming binder checks.

My Seat #	Binder Check Date	Grade	My Seat #	Binder Check Date	Grade