

BLACKSTOCK

JUNIOR HIGH SCHOOL

BINDER ORGANIZATION

An organized binder will make a great difference in your ability to be a successful student. Use the following guidelines to help you achieve academic success:

1. No LOOSE PAPERS anywhere. Punch holes in your papers and put them in the rings of your binder. No stashing loose papers in your backpack.
2. Divide all periods or classes with labeled dividers.
3. No loose folders, journals, or notebooks in your binder. Use the hole punch and secure the punched papers in the binder rings. If you are required to maintain a specific journal, which cannot be hole-punched, make sure it is securely placed in your binder pocket.
4. Use the Focused note-taking style for each class. Date your notes in pen.
5. File your notes in the appropriate subject area.
6. File notes from most recent to oldest at the beginning of each divider section.
7. Keep handouts and homework in chronological order, directly behind the notes for that class.
8. Maintain at least one pen and two pencils in your pouch at the front of your binder.
9. Place student agenda directly behind your pouch.
10. Keep an adequate supply of lined paper in your binder, directly behind your handouts and homework.

11. When your binder becomes overloaded, keep current notes and handouts, and store old notes, homework, etc., in another notebook, folder, or box at home.

Want to do your own binder check?

WHEN EVERYTHING IS IN THE CORRECT ORDER, TURN YOUR BINDER UPSIDE DOWN. IF NOTHING FALLS OUT, YOU DID IT! CONGRATULATIONS!

BINDER CONTENTS

_____ Good quality 3-ring binder, 2", 2 1/2" or 3" rings with pocket inserts

_____ Five to six colored tab subject dividers to separate each academic class, including your elective class

_____ Zipper pouch or pencil box to store supplies

_____ Two or more pens

_____ Two or more pencils

_____ Filler paper

_____ School agenda

_____ Colored Pencils

_____ One or more colored highlighters

Other Suggested Binder Contents:

_____ Glue sticks

_____ Notebook dictionary and/or thesaurus

_____ Calculator

_____ Six-inch ruler

Each Section in Your Binder Should Have These Parts in Order:

- _____ Divider
- _____ Notes/Cornell notes
- _____ Learning logs
- _____ Handouts
- _____ Tests
- _____ Blank paper