

AVID BINDER ORGANIZATION GUIDELINES

An organized binder will make a great difference in the student's ability to be successful. Students use the following guidelines to help them achieve academic success:

- ✓ Use a 2-inch or 3- inch binder and bring the binder to school every day.
- ✓ Divide all periods or classes with labeled dividers.
- ✓ No loose papers, folders, journals, or notebooks in binders. Use the hole puncher and secure them in the binder rings. If the student is required to maintain a specific journal, which cannot be hole-punched, it should be securely placed in the binder pocket.
- ✓ Use the Cornell note-taking style for each class. Cornell notes should include heading, notes, questions, essential question, and summary.
- ✓ File notes in the appropriate subject area.
- ✓ File notes from most recent to oldest at the beginning of each divider section.
- ✓ Keep handouts and homework in chronological order also, right behind the notes.
- ✓ Maintain at least two pens, two pencils, highlighter, eraser and calculator in the pouch at the front of the binder.
- ✓ Place student agenda/planner immediately behind the pouch.
- ✓ Record homework, projects and assignment due dates in the student agenda/planner or mark "No Homework."
- ✓ Check off, highlight or cross out completed assignments in the student agenda/planner.
- ✓ Parent signature in the student agenda/planner is required per week.
- ✓ Keep an adequate supply of lined paper in the binder, directly behind the handouts and homework.
- ✓ When the binder becomes overloaded, keep current notes and handouts, and store old notes, homework, etc., in another notebook, folder, or box at home.