

***“Stop waiting for the ‘perfect’ time to get organized. Take this moment to make some progress.”***

*-Heidi Leonard*

**Binder Requirements**

* 3 Ring Binder – 3”
* Dividing tabs/folders for each class
* Zipper pouch for supplies
* 2 or more pens
* 2 or more pencils
* 1 Highlighter
* Notebook paper
* Agenda/Planner

**Order of Materials**

1. Zipper pouch with supplies
2. Agenda/Planner
3. Notebook paper
4. Class dividers/sections

|  |  |  |  |
| --- | --- | --- | --- |
|  | Satisfactory  (All requirements met) | Developing  (Some missing requirements) | Unsatisfactory  (ALL requirements missing) |
| Binder/Contents   * 3 ring binder * tabbed subject dividers * zipper pouch * 2 or more pens/pencils * notebook paper * agenda/planner |  |  |  |
| Organization   1. Zipper pouch 2. Agenda/Planner 3. Notebook paper 4. Academic sections 5. Items are organized in their appropriate sections 6. No loose papers |  |  |  |
| Agenda   * Each hour of each day homework/classwork or NONE is written * Class subjects are labeled by hour or course |  |  |  |

**\*You are responsible for your binder, its materials, and your planner. You must bring these materials to advisory each and EVERY day.**