*One of the best ways to do well in school is to stay organized. Without a system of organization, it will be very hard to find your homework or the handouts you want to study from.*

For each quarter...

* Keep everything in your binder in chronological order.
* Make it a habit to date every handout, class activity, quiz, etc. that comes across your desk.
* I may remind you of the date on some days, but even if I don’t, you are always responsible for maintaining a chronologically organized binder.
* Your binder may be graded periodically throughout each quarter
* Your file will be worth 15% of the first quarter grade.

Your file will be graded on the following requirements – it will be 15% of your quarter 1 grade

|  |  |  |
| --- | --- | --- |
| **Category** | **Explanation** | **Score** |
| Is the binder divided into sections (with tabs) according to unit & does it include all of the following for each unit? | 1. Classroom activities  2. Notes  3. Handouts  4. H/W Assignments | 5  4  3  2  1 |
| Handouts completed with required amount of questions and answers. | All notes should be complete, in chronological order and easy to read and follow. | 5  4  3  2  1 |
| Are the items the binder in order by date? | All items in your file should be dated AND kept in chronological order. | 5  4  3  2  1 |
| Is anything missing? This includes any: class notes, handouts, or assignments. | *(If you are absent, see me or go to the website to obtain missed handouts and assignments, and a classmate for missed notes.)* | 5  4  3  2  1 |