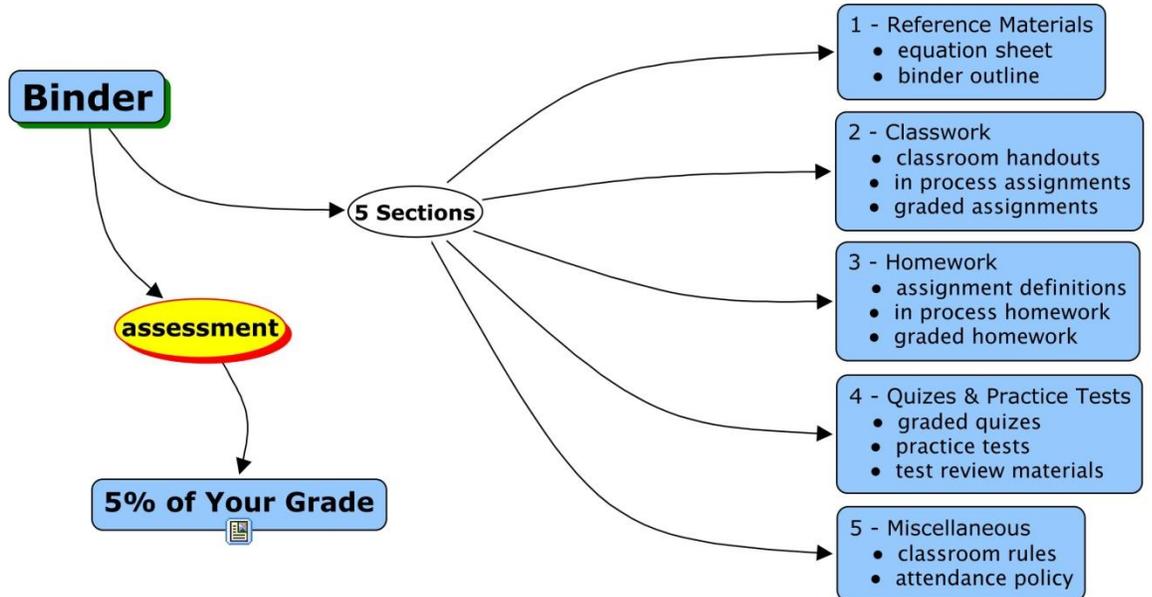


Three Ring Binder Organization

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Please note that each of the blue boxes links to a written explanation and/or an expanded concept map. Click on the icon on the box and follow the link.



Students binders shall be organized in five divided sections as described below. Individual items should be kept in the appropriate section and in chronological order as follows:

1. Reference materials
 - Equation Sheet
 - Binder requirements outline
2. Class work
 - Classroom handouts
 - In process assignments
 - Grades assignments
3. Homework
 - Assignment definitions
 - In process assignments
 - Graded assignments
4. Quizzes and Practice tests
 - Graded quizzes
 - Practice tests
 - Test review materials
5. Miscellaneous
 - Classroom rules
 - Attendance policy

If in doubt, students should keep every piece of paper they use in class or for homework in their binders. Students who are unsure what should be kept and what may be thrown out or what section a particular item should go in, should consult with their teacher prior to binder review.