

Mr. Buchanan’s Binder Organization policy is posted on the internet. It is accessible via his DASD website. Go to [dasd.org](http://dasd.org) and located his website via the staff listings.

## Requirement

Students supply their own three ring binders. Any standard 1” to 2” binders is acceptable. It is suggested that students have two three ring binders. 1) A 1” working binder for the current unit’s materials. 2) A 2” storage binder for the materials from previous units. Students are required to keep all “binder materials” for the duration of the course and bring their working binder to class every day.

## Purpose of Binders

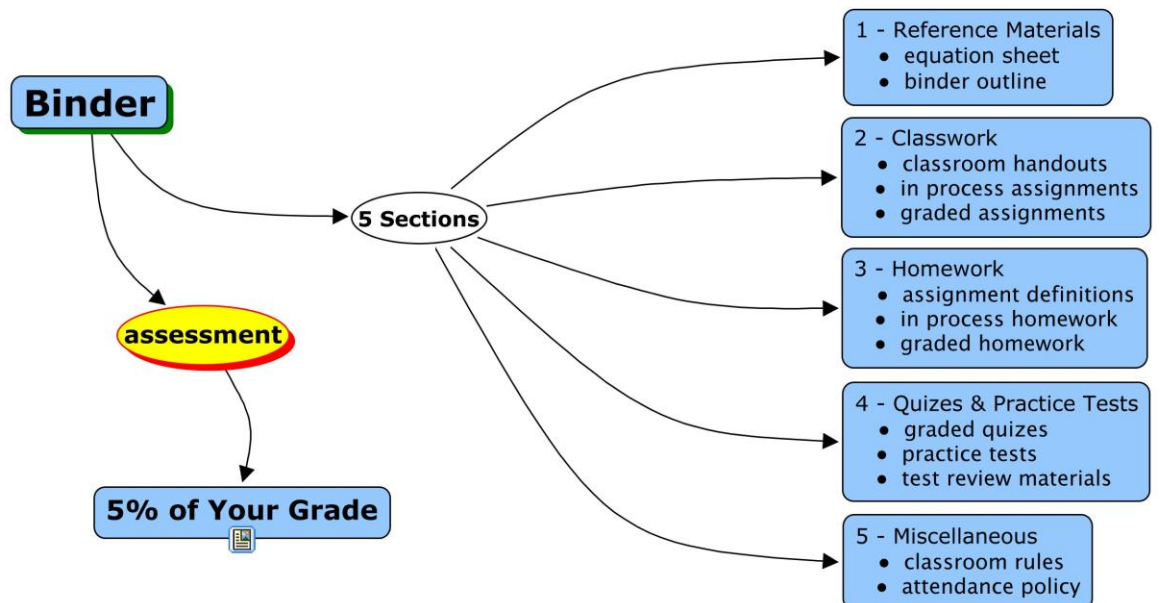
Student binders are used to collect all student materials uses throughout the course. “Binder materials” will be used to prepare students for quizzes, tests and the course exams (midterm and final exams). Students who do not keep their binders up to date and complete will be at a distinct disadvantage when it comes time to study.

## “Binder Materials” and Binder Organization

### Three Ring Binder Organization

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.

Mr. Buchanan  
[abuchanan@dasd.org](mailto:abuchanan@dasd.org)



## Binder Organization Policy – Mr. Buchanan – Physics Teacher

updated: 8/4/08

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.

### Binder Assessment

Student binders will be reviewed periodically by the teacher. Some reviews will be announced ahead of time to give students time to get their binders in order. Others will be unannounced to assure that students are keeping up with their binders on a daily basis. Binders will be evaluated for neatness, organization and completeness. Binder assessment will account for approximately 5% of the student's grade for each marking period. Students who are absent, are expected to get the materials they missed from classmates or the teacher their first day back after their absence. ***Please be advised, students who fail to keep graded assignments (class-work, homework, graded quizzes, etc) in their binder, are subject to a 50% reduction in their grade for those assignments.***