

AVID BINDER CONTENTS & ORGANIZATION

9TH GRADE

All students are expected to carry an organized binder to and from school each day. The contents and instructions below will help you organize your binder so it will be ready for your first “*Binder Check*” which will be on _____.

MATERIALS REQUIRED

- 2 ½ or 3 inch 3-ring view binder
- School agenda
- At least 2 sheet protectors
- Color dividers (one for each class)
- 1 pack of filler paper (college ruled)
- Zipper pouch to store supplies:
 - At least 2 black ink pens
 - At least 1 red pen
 - At least 2 #2 pencils
 - At least 2 different colored highlighters

BINDER ORGANIZATION

The contents of your binder should be organized in the following order:

- 1. Binder Cover:** The binder cover may be decorated to reflect your own personality and appropriate for school.
- 2. Inside Front Cover:** Your high school schedule should be taped or glued to the top of the inside cover of your binder. Label the front pocket “Needs Immediate Attention” and the back pocket “File at Home” with a permanent marker.
- 3. Zipper Pouch:** Your zipper pouch should be the first thing one sees when opening your binder. Inside the zipper pouch should be some of the supplies listed above.
- 4. School Agenda:** Your school agenda should be placed right behind the zipper pouch. Use your agenda for writing down assignments and due dates.
- 5. AVID Cornell Notes/Binder Checklist:** One “AVID Cornell Notes/Binder Checklist” will be placed in your first sheet protector behind the school agenda.
- 6. AVID Tutorial Sheets (TRFs):** At least 4 “TRFs” will be placed in the second sheet protector.
- 7. College Ruled Filler Paper:** About ½ of a pack of college ruled paper should be placed behind the sheet protectors containing your checklist and TRFs.
- 8. Tabbed Divider Pages:** Write the names of your classes (in the order they are listed on your class schedule) on each divider page. (For example: *English, AVID, Spanish 1, Integrated Math 1, PE, World History*).
- 9. Syllabus:** Place the course syllabus/class expectations for each class behind that course’s divider page.
- 10. Cornell notes/learning logs:** For each class (4 classes of your choice) you are expected to write 2 Cornell notes every other week (8 total). Cornell notes need to have a proper heading which includes your name, the date, subject, and period. Occasionally you will write learning logs instead of Cornell notes when note-taking is unrealistic (on test days, for days when you work with other students on projects or in groups, when teachers have you working on worksheets, etc.). On these days you will write a learning log. Cornell notes and learning logs are placed right behind the course syllabus. The only exception is if your teacher requires you to take notes in a notebook.
- 11. Handouts & Worksheets:** Place any class handouts & worksheets that you feel would be good study materials for future quizzes or tests behind your Cornell notes and/or learning logs. Once you have taken a test on the material in this section, place any notes, worksheets, handouts, graded quizzes/tests into a file at home that is labeled with the course name. For example, “Biology” or “Spanish”. Hold onto these papers until the end of the school year. You may still need these papers to study for a final exam or to prove that you turned in an assignment that may not have been entered in the grade book.