**Get Organized!**

Be able to find your assignments and turn them in! Be able to locate your notes to study for tests!

Open your binder/bookbag and go down the checklist: for each item, write a Y (for yes) if the binder/bookbag meets the question fully or an N (for no) if it does not meet the question fully. When finished, divide the number of Ys recorded by the total number of items and record this in the last space as the percentage of the binder/bookbag that’s organized.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Binder |  |  |  |  |  |  |  |  |
| 1. Is your assignment notebook (or assignment sheet) secured by three rings so that it is the first thing you see when you open your binder? |  |  |  |  |  |  |  |  |
| 2. Is your binder free of *loose papers* (are **all** papers secured in folder pockets or attached by three rings)? |  |  |  |  |  |  |  |  |
| 3. Is the Homework Folder attached by three rings behind your assignment notebook (or assignment sheet)? |  |  |  |  |  |  |  |  |
| 4. Does the Homework Folder only contain homework sheets? |  |  |  |  |  |  |  |  |
| 5. In the Homework Folder, is homework TO DO in the *left* pocket (along with any papers that parents need to view) **and** is completed homework that needs to be TURNED IN located in the *right* pocket? |  |  |  |  |  |  |  |  |
| 6. Is there a folder for each class you are taking *attached by three rings*? (1. Math, 2. Science, 3. English/Reading, 4. Social Studies, 5. P.E./Health, 6. other courses) |  |  |  |  |  |  |  |  |
| 7. Are **all** work sheets (non-homework papers and notes) in the correct subject folder? |  |  |  |  |  |  |  |  |
| 8. Are **all** the notes from each subject organized from oldest to newest behind the subject folder and *secured by the three-rings* in the binder? |  |  |  |  |  |  |  |  |
| 9. Are **all** the papers that are in the binder school related? (no drawings, scrap paper, personal notes, etc.) |  |  |  |  |  |  |  |  |
| What percent of your binder is organized? Divide the number of Y’s by 9 and then multiply by 100. |  |  |  |  |  |  |  |  |
| Bookbag |  |  |  |  |  |  |  |  |
| 1. Do you have the books you need to complete tomorrow’s homework? |  |  |  |  |  |  |  |  |
| 2. Is your bookbag free from unnecessary clothing? |  |  |  |  |  |  |  |  |
| 3. Is your bookbag free from loose papers and objects (pens, toys, trash, magazines, etc)? |  |  |  |  |  |  |  |  |
| Percentage of criteria met (# of Ys/3)\*100 |  |  |  |  |  |  |  |  |



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