

HOW TO ORGANIZE YOUR BINDER
FOR ENGLISH 11 & HONORS ENGLISH 12
{N. RISTAU, ROOM D3}

1. Three-Ring Notebook with 5 dividers
Keep all papers in chronological order (by date).

1st Divider: **Grammar/Mechanics**

2nd Divider: **Vocabulary Strategies**

3rd Divider: **Writing Strategies**

4th Divider: **Fiction Reading Strategies**

5th Divider: **Nonfiction Reading Strategies**

Key Points about Binders

- *Maintaining an organized notebook will save time. Everything will be easily accessible and in a safe place where it will not get lost.
- *A hole punch will be provided for student use, if needed. Returned papers must be placed in the appropriate section of the binder. Any notes taken in class should be kept in the binder.
- *You may keep your agenda in the binder. In it, you will record homework assignments, and teachers will communicate with parents and write corridor passes.
- *Your notebook will be evaluated every 9 weeks for a grade. Each assignment will be given a point value determined by the total number of assignments during the quarter. (Example: If the total number of classwork, homework, & tests equals 50, then each one will be worth 2 points for a total of 100 points. ALL NOTEBOOK CHECKS WILL BE WORTH 100 POINTS. Always assume a given paper is to be kept in your binder unless Mrs. Ristau instructs you to remove it.
- *ALWAYS BRING YOUR BINDER TO CLASS AND KEEP IT ORGANIZED.

2. **Portfolio** (Mrs. Ristau keeps this.)
I will keep a separate electronic folder of your completed essays and projects to demonstrate improvement throughout the year.