

Binder Basics

Students may have one 3" binder or two 1 ½" binders.

If students choose two binders, math, science, and the elective are in one binder, and reading, language arts, and social studies are in the other binder.

All binders must have the following items in the order listed:

- ✓ The front pocket of the binder designated for homework to and from school
- ✓ A pencil pouch in the front of the binder that includes:
 - ☐ Four or more sharpened pencils
 - ☐ Two or more pens
 - ☐ Two highlighters
 - ☐ Post-It Notes
 - ☐ Flash drive (if needed)
 - ☐ Calculator (if needed)
- ✓ The student agenda filled out every day for every class. (Each day, part of the student's homework should include at least one step of the note-taking process: study, process, connect to, reflect, revise, and apply the information from class notes.)
- ✓ Notebook paper
- ✓ A divider tab for each subject
 - ☐ Under each individual subject tab, the teacher designates what tabs should be included
 - ☐ All subject sections should have a section for notes

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### Rubric for Weekly Binder Checks

Name:

Grade earned: \_\_\_\_\_/100

Subject and Period:

### Westwood Middle School's Schoolwide Binder Checklist

Each week, students' binders will be graded based on the following rubric:

- \_\_\_\_\_/20 One or two binders in working condition
- \_\_\_\_\_/10 Only homework in the front pocket(s)
- \_\_\_\_\_/10 signed Westwood Way Form
- \_\_\_\_\_/10 **Fully stocked** pencil pouch or pencil case (No partial credit given)
  - ✓ At least four sharpened pencils or mechanical pencils
  - ✓ At least two pens
  - ✓ At least two highlighters
  - ✓ Post-It Notes
- \_\_\_\_\_/10 The student agenda with evidence it is used in all classes
- \_\_\_\_\_/10 Divider tab for each subject
- \_\_\_\_\_/10 Focused notes for each subject
- \_\_\_\_\_/10 Notebook paper
- \_\_\_\_\_/10 No loose papers in the binder(s) or backpack

\*\*\* All binder items must be in the correct order to earn full points.