



**Pioneer  
Middle  
School**

**This is  
how we  
do it!**

# **Binder Organization**

# Why?

**Organization is one of  
the key skills to be  
college and career  
ready.**

# PIONEER

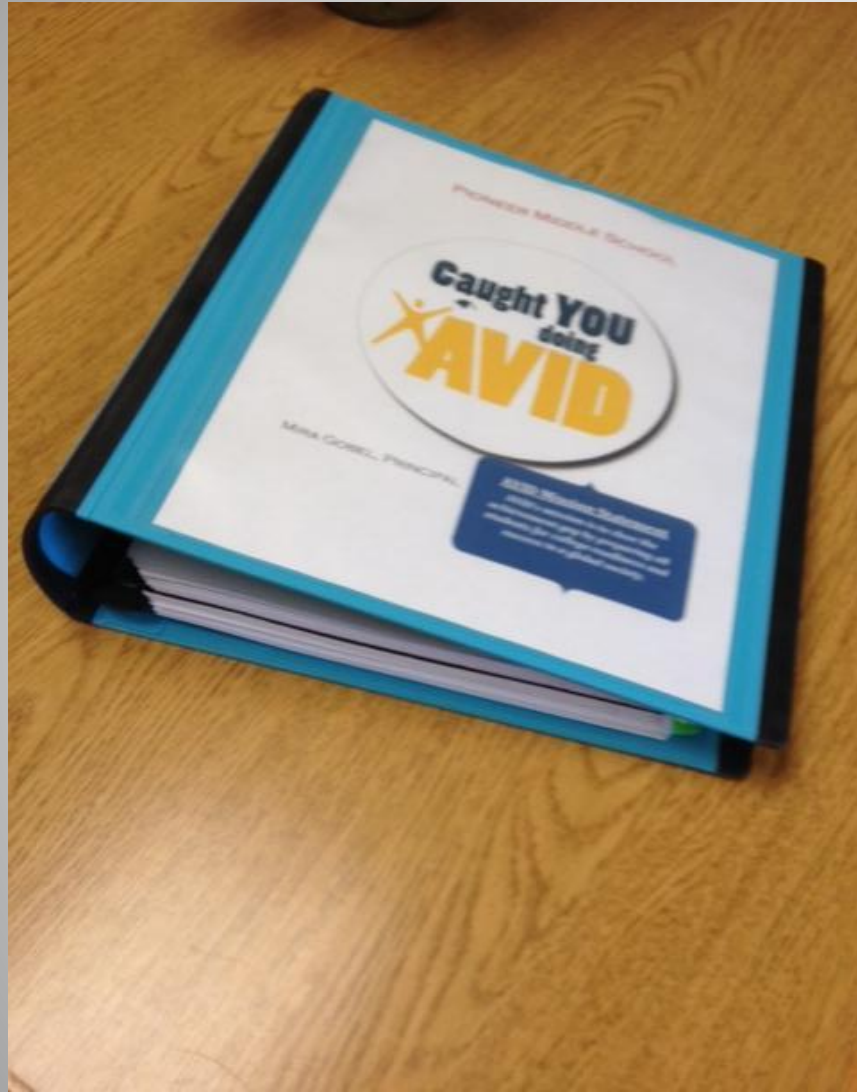
Our **mission** is to **close** the  
**achievement gap** by **preparing**  
**ALL students** for **college and**  
**career readiness** and  
**successful citizenship** in a  
**global society.**

# Organization is:

- Managing materials and practicing good study habits
- Planning and prioritizing school, home and social tasks
- Engaging in mental preparation and goal-setting
- Taking ownership and responsibility for one's own learning

# Students who organize:

- Develop and use tools to study effectively
- Manage their time through prioritizing and goal-setting
- Are prepared for classes, participate during instruction and interact with teachers
- Self-direct, self-evaluate, self-monitor and self-advocate



## Tuesday Binder Checks

Quarter 1: E/LA

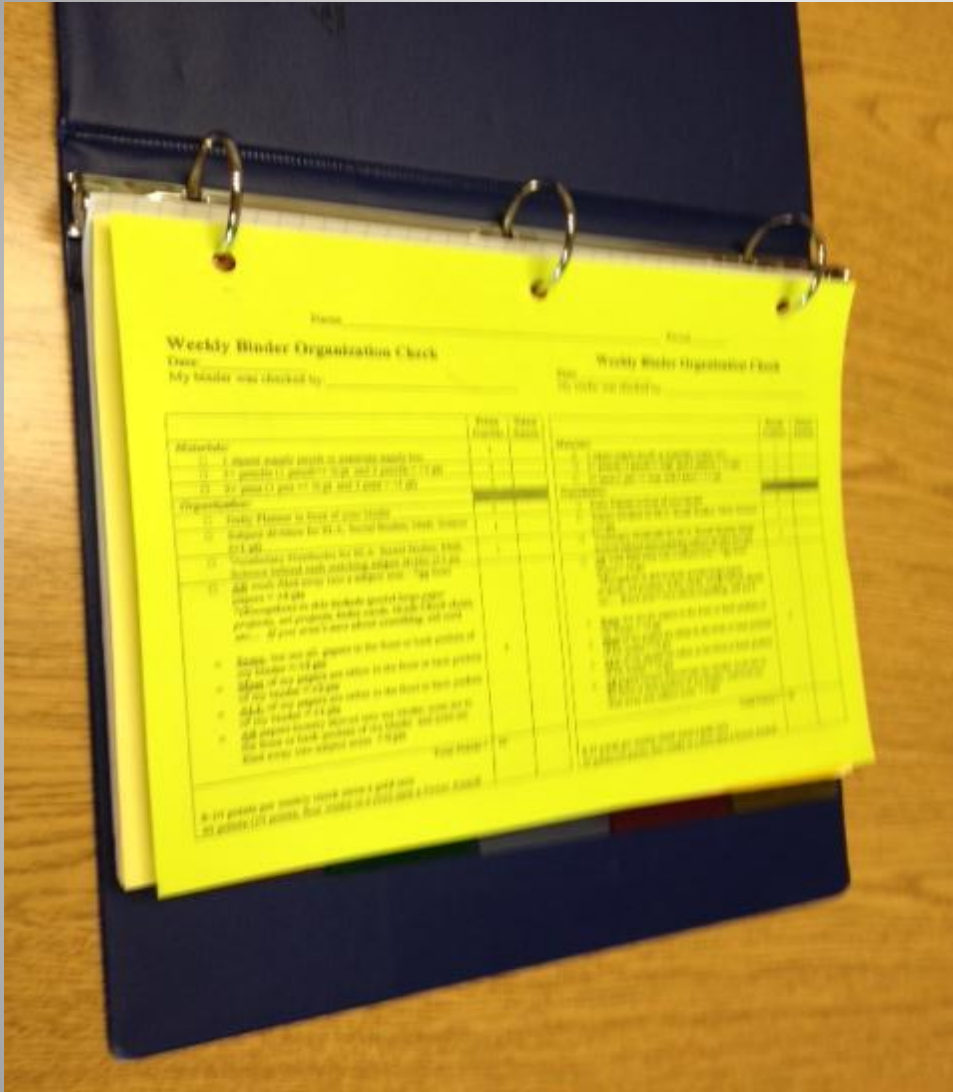
Quarter 2: Math

Quarter 3: Science

Quarter 4 - Social  
Studies

# Binder Checklist

- You can earn up to 10 points each week for maintaining an organized binder.
- When you earn 9-10 points, you can earn a ticket which can be cashed in for prizes at the Pioneer Store.



## Weekly Binder Organization Check

Date: \_\_\_\_\_  
 My binder was checked by: \_\_\_\_\_

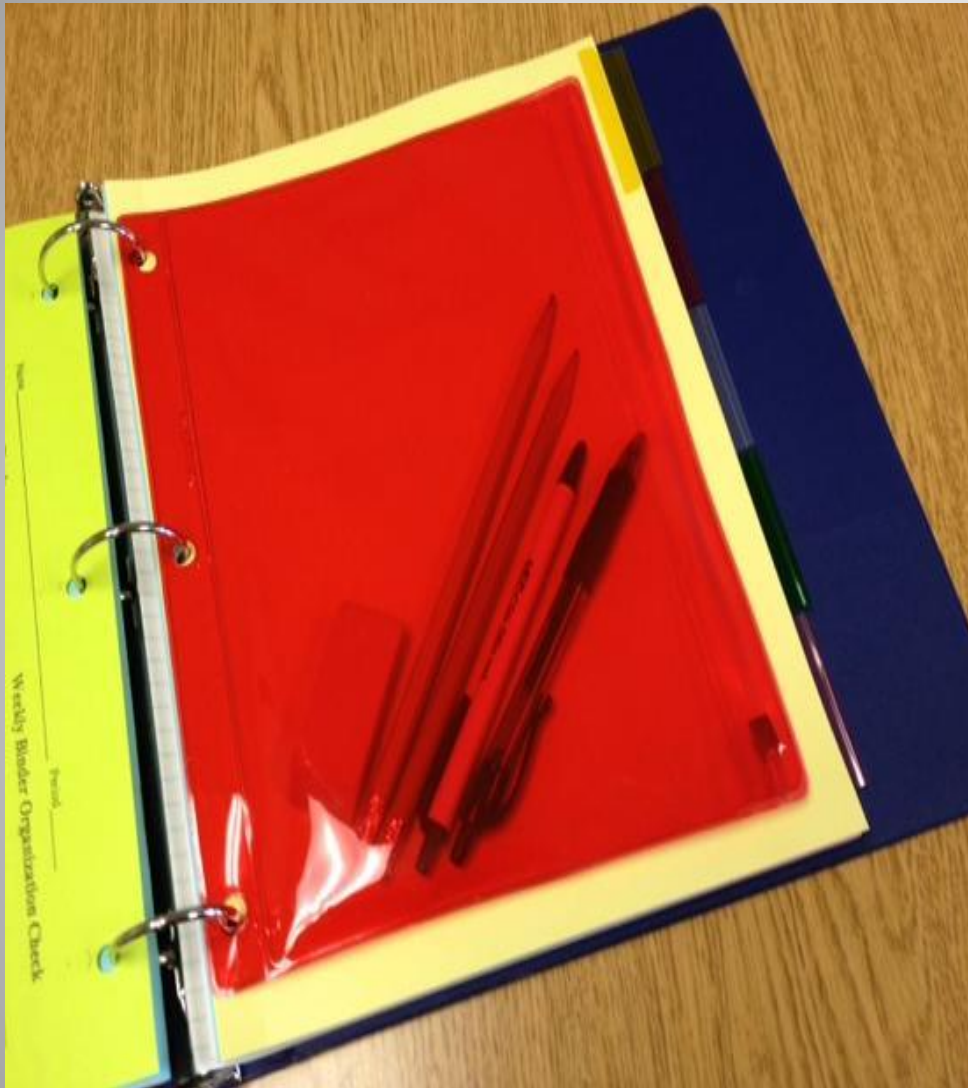
	Points Possible	Points Earned
<b>Materials:</b>		
<input type="checkbox"/> 1 zipper supply pouch or materials supply box	1	
<input type="checkbox"/> 2+ pencils (1 pencil = + ½ pt and 2 pencils = +1 pt)	1	
<input type="checkbox"/> 2+ pens (1 pen = + ½ pt and 2 pens = +1 pt)	1	
<b>Organization:</b>		
<input type="checkbox"/> Daily Planner in front of your binder	1	
<input type="checkbox"/> Daily Planner completed for previous week	1	
<input type="checkbox"/> Subject dividers for ELA, Social Studies, Math, Science (+1 pt)	1	
<input type="checkbox"/> <b>All</b> work filed away into a subject area – <b>*no</b> loose papers = +4 pts <i>*(Exceptions to this include special large paper projects, art projects, index cards, Grade Check sheets, etc... If you aren't sure about something, ask me!)</i>		
<input type="checkbox"/> <b>Some</b> , but not all, papers in the front or back pockets of my binder = +3 pts <input type="checkbox"/> <b>Most</b> of my papers are either in the front or back pockets of my binder = +2 pts <input type="checkbox"/> <b>ALL</b> of my papers are either in the front or back pockets of my binder = +1 pts <input type="checkbox"/> <b>All</b> papers loosely shoved into my binder; none are in the front or back pockets of my binder and none are filed away into subject areas = 0 pts	4	
Total Points =	10	
8-10 points per weekly check earns a gold coin 40 points (10 points, four weeks in a row) earns a Power Award!		

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**What should  
be in the  
binder?**

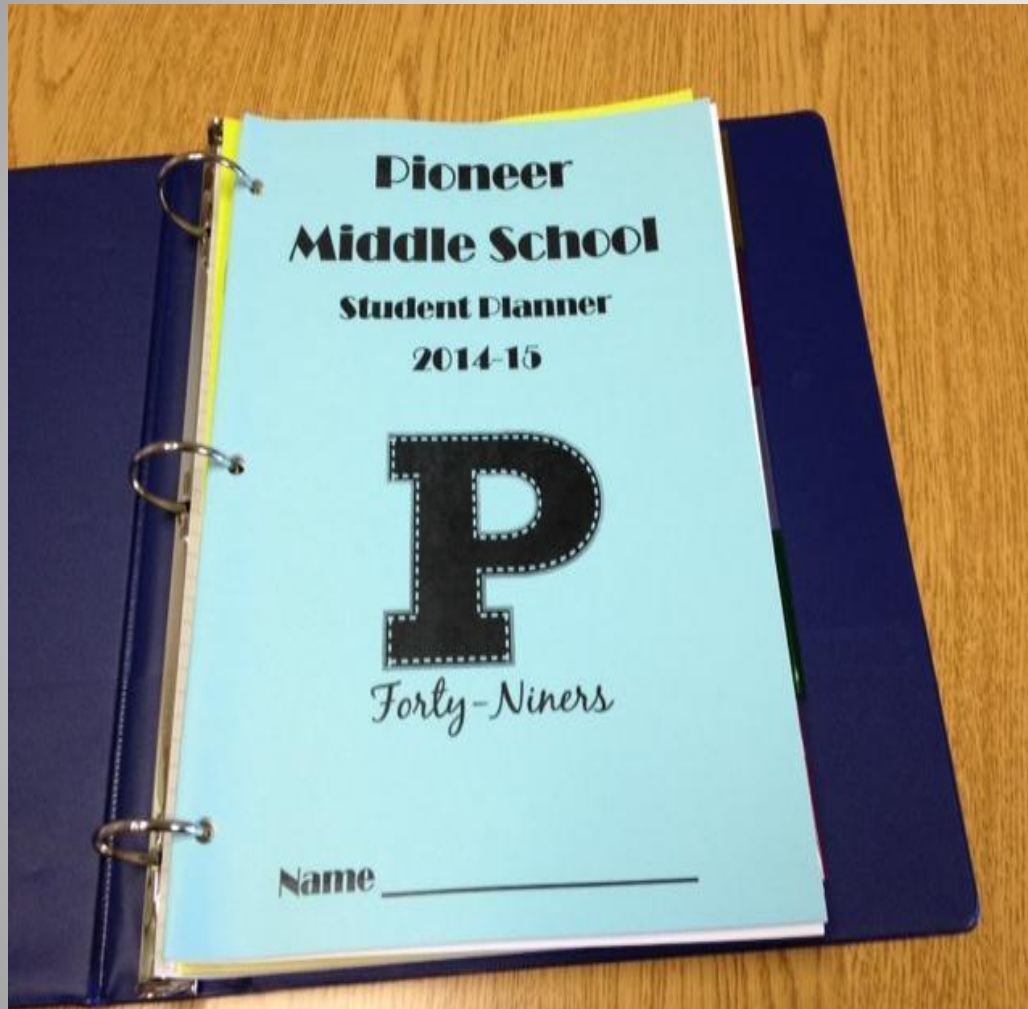
One pencil  
pouch (1pt)



**What should  
be in the  
binder?**

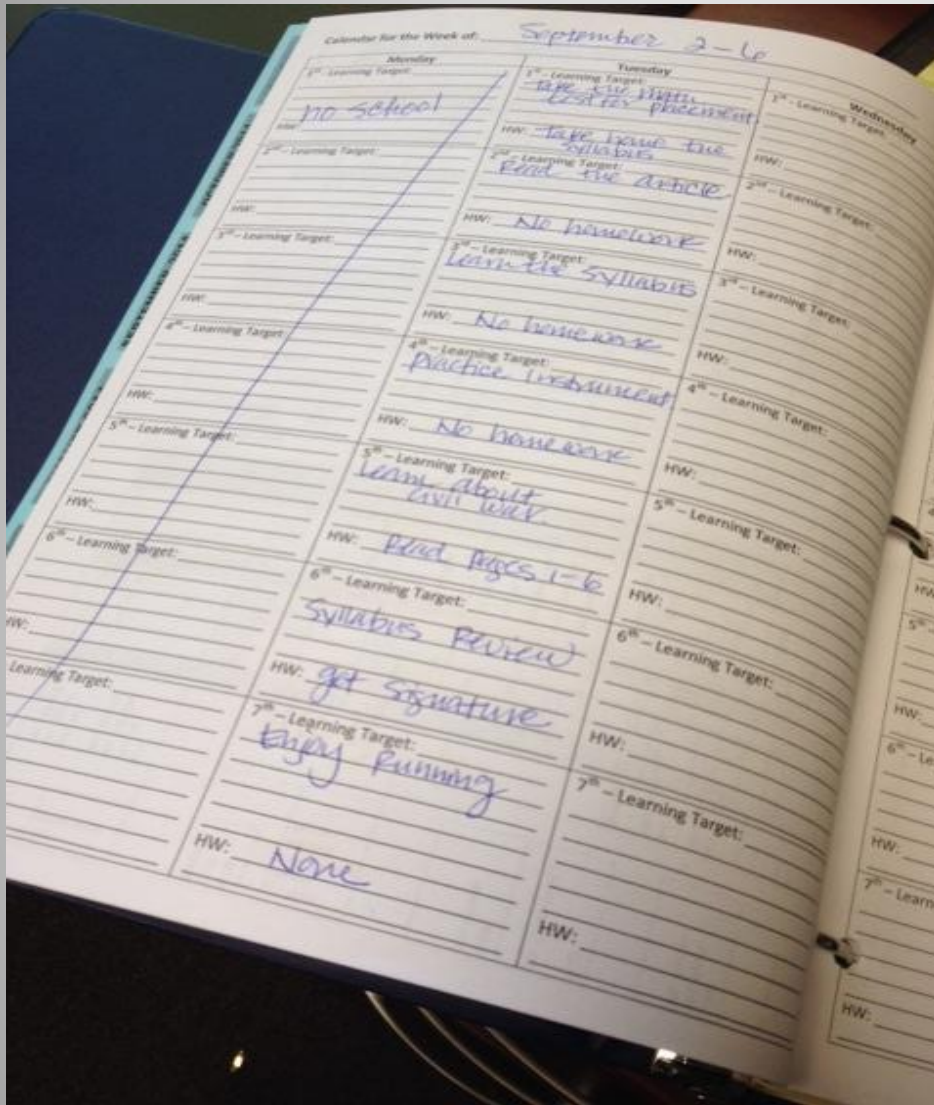
Two or more  
pens (1pt)

Two or more  
pencils (1pt)



**What should be in the binder?**

Planner in front of the binder (1pt)



What should be in the binder?

Planner completed for a week (1pt)



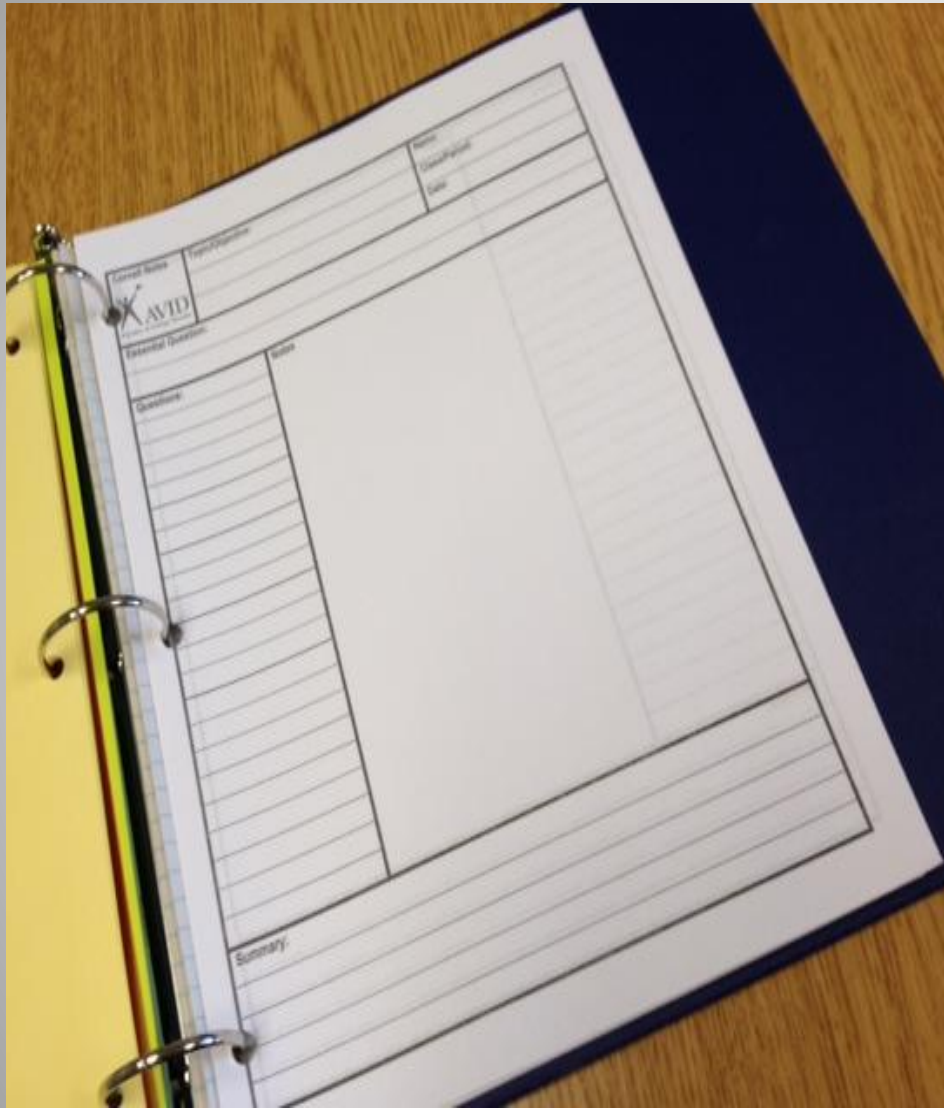
**What should  
be in the  
binder?**

Dividers for  
each class  
clearly  
marked (1pt)



**What should  
be in the  
binder?**

Lined  
notebook  
paper



**What should  
be in the  
binder?**

Some Cornell  
note paper

# Cornell Notes

Color Coded

- ELA-- pink
- Social Studies-- blue
- Science-- yellow
- Math-- green
- Electives-- gold

Copies in the staff room for teacher to use





Finally, can it pass the shake test?

All papers filed properly without loose papers (4pts)

**How can you stay on top  
of keeping your binder  
organized and get ready  
for binder checks on  
Tuesdays?**



*Extreme*  
**MAKE OVER**  
**BINDER EDITION**



On Monday's during lunch, you can bring your binder to **Extreme Makeover Binder Edition** station in the lobby to organize your binders.