**Organized Binders**

- Every student has a 2” – 3” binder
- Every student binder is organized with tabs
- Students have the Planner in the front of their binder (behind supply pouch)
- Students have Cornell Notes for every subject
- Students have a pencil/pen for all classes
- Students have a pouch for their supplies
- Students have extra paper at the back of their binder

### AVID Binder Check Rubric

<table>
<thead>
<tr>
<th>Criterion</th>
<th>4 Excellent</th>
<th>3 Good</th>
<th>2 Needs Work</th>
<th>1 Inadequate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2” – 3”</strong></td>
<td>• 2” Binder includes <strong>ALL</strong> the required labeled class sections</td>
<td>• 2” Binder includes the required dividers</td>
<td>• Binder is not 2”</td>
<td>• Binder is not 2”</td>
</tr>
<tr>
<td><strong>Binder Contents</strong></td>
<td>• Supply pouch is in front of the binder</td>
<td>• 1 or 2 tabs are not clearly labeled</td>
<td>• Binder does not have dividers for all classes (<strong>3 or 4 missing dividers</strong>)</td>
<td>• Missing dividers or tabs</td>
</tr>
<tr>
<td>Pouch with supplies</td>
<td>• Student planner placed behind the supply pouch</td>
<td>• Supply pouch is in the front of the binder</td>
<td>• Tabs not labeled</td>
<td>• No supplies OR pouch</td>
</tr>
<tr>
<td>Dividers &amp; Tabs</td>
<td></td>
<td>• Student planner not placed in the binder</td>
<td>• Some supplies missing from pouch</td>
<td>• Missing student planner or not placed in the binder</td>
</tr>
<tr>
<td>Student Planner</td>
<td>• Using planner on a <strong>daily basis</strong>/5:5 is evident</td>
<td>• Using planner 3:5 days</td>
<td>• Using planner 2:5 days</td>
<td>• Using planner <strong>1:5 days</strong> OR is not evident</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cornell Notes</td>
<td>• ALL assignments are in the required class sections</td>
<td>• Most assignments are in the class sections</td>
<td>• Many assignments are not in the class sections</td>
<td>• Assignments placed randomly throughout binder</td>
</tr>
<tr>
<td>Handouts</td>
<td>• Student name is written in <strong>ALL assignments or papers</strong></td>
<td>• Some papers, 3 or 4, placed in the binder side pocket</td>
<td>• Papers, 5 or 6, are placed in the binder side pocket</td>
<td>• <strong>Most assignments</strong> are placed in the binder side pocket</td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
<td>• Name missing in some papers, 1 or 2</td>
<td>• Name missing in many papers, 3 or 4</td>
<td></td>
</tr>
<tr>
<td>Test/Quizzes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
“We Are AVID” Schoolwide
Binder Requirements

Name ________________________________  Period ______  Date ______________________

Needed Binder Contents:

✓ 2” – 3” binder (must be able to fit Student Planner, class notebooks, supply pouch, and papers)
✓ Five to six tab subject dividers (no pockets) - to separate each academic class
✓ Zipper pouch – to store writing supplies OR 3-hole-punched heavy duty resealable bags also work
✓ Two pens
✓ Two pencils
✓ One/Two highlighter pens
✓ Filler paper
✓ Student agenda planner (school provided)

Suggested Binder Contents:

✓ Ruler
✓ Calculator
✓ Dictionary and/or thesaurus

Binder should be ORGANIZED in the following manner:

✓ Binder front cover
✓ Zipper pouch or resealable plastic bag
✓ “Schoolwide Classroom Behavior Expectations” sheet
✓ Student agenda planner (school provided)

Each subsequent section in the binder should have these parts in the following order:

✓ Tabs
✓ Assignment log (as required by teacher) for each academic class
✓ Cornell Notes
✓ Handouts
✓ Tests
✓ Blank paper (placed in the back of the binder)