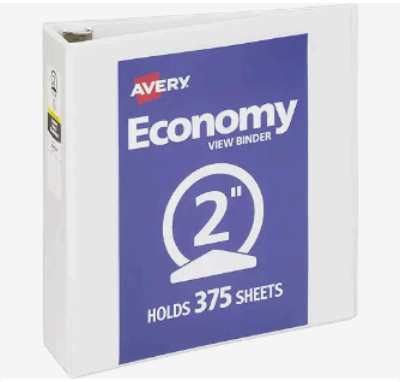
King Binder Tips

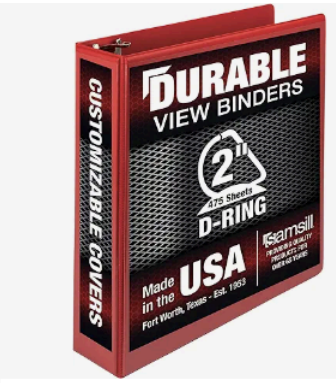
Gathering Supplies

1 **Choose a binder.** At King, you will be asked to use 1 inch binders. Color doesn't matter. Your Advisory teacher will request to see your binder frequently to make sure it has everything in it and is properly organized and neat.

Examples:







2 **Get some binder dividers.** You will need 4-6 colorful Binder Dividers. On the tabs, you will be asked to write the specific class (i.e “Math”, “English”, or “History”) in the order of your classes periods.



3 **Choose a pencil pouch and add supplies.** You will need the following:

- 2+ sharpened pencils (wood or mechanical pencils)
- 2+ blue or black pens
- 2+ highlighters
- A hand-held pencil sharpener (if you have wooden pencils or colored pencils)
- Lead (if you have mechanical pencils)
- An eraser (either a normal block one or a pencil topper)
- Colored pencils
- A calculator
- Ruler
- Index cards

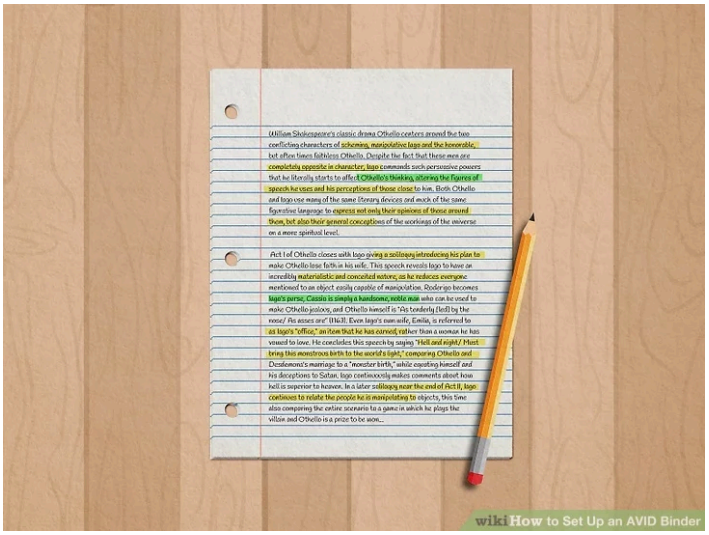


You will need to refill your pencil pouch from time to time as you use up supplies!

4 **Get multiple notebooks.** You may need a specific notebook for some of your subjects for taking notes during class. If so, write your first and last name and class on the cover AND the inside. **Ask each of your teachers what they require. Do not use one notebook for two different subjects.**



5 **Always have college-ruled loose-leaf paper.** It's helpful when you want to take notes, write questions down, and sometimes just doodle. **Check your supply of paper monthly and add more before you run out!**



Assembling Your Binder

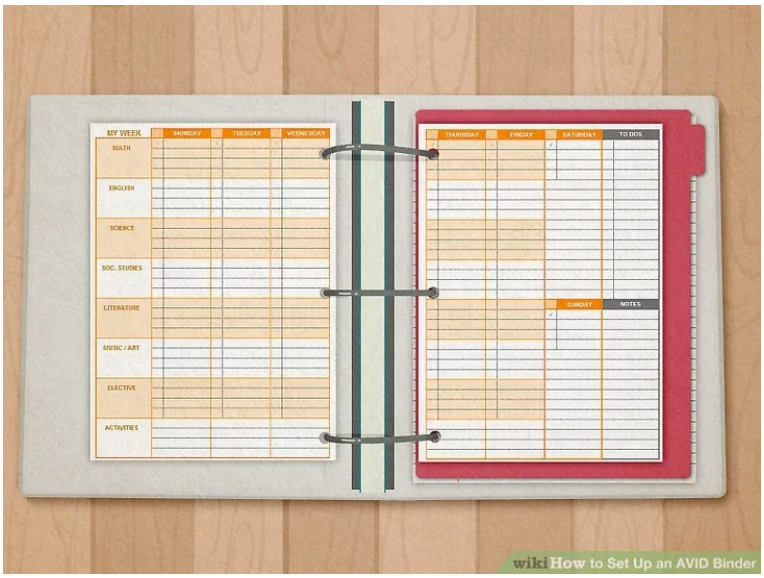
Now that you have all your supplies, it's time to assemble your binder.



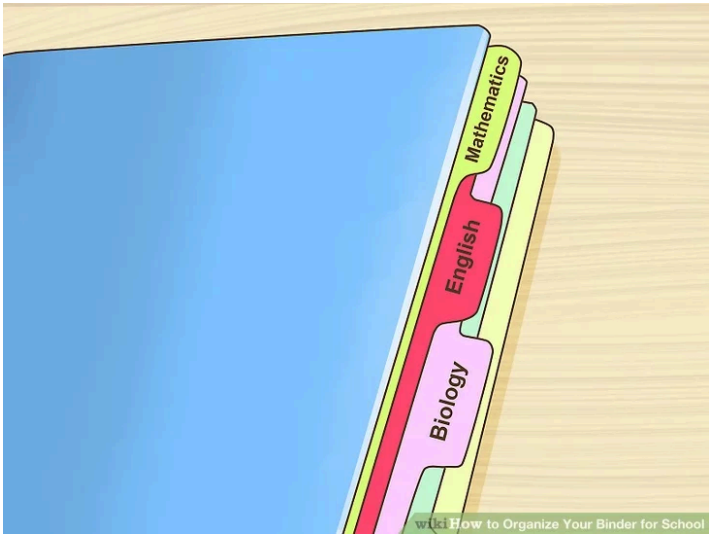
1 - Label your supplies. Label everything that you can so you can identify items quickly and they can be returned to you if lost: pens, pencils, planners, folders, notebooks – everything.



2 - Add in your pencil pouch. If your pencil pouch clips into your binder, it should be at the front. Remember to check your supplies at the end of every week to make sure you have everything you may need. If you can, keep any extra supplies (such as pencils, pens, markers, etc.) at home so you can refill the basics easily.



3 - Add in your planner. Place the planner behind the pencil pouch. Always use your planner to keep track of your assignments, tests, and anything else. Your Advisory teacher may do a “planner check” every so often to make certain you are utilizing your planner.



4 - Add in the binder dividers. Add in each binder divider in order of your class periods (i.e “History Period 1”, then “Math Period 2”). Color does not matter. Label each class with neat, easy to read lettering.

As you add assignments and other documents from your teachers, place them **behind** the correct subject divider. (i.e Math papers behind “Math” divider).



If you decide to put your class notebooks into your AVID binder, put them behind the divider they belong to (i.e Math notebook behind “Math” divider).

