



Upper School Binder Organization

Scholars should have the following materials within their binder in the order listed below.

1. Planner
2. Loose leaf paper (and graph paper, if used)
3. **Dividers:** students should have a divider with pockets for each class, labeled neatly. It is recommended the dividers be in the order the classes occur.
 - i. In the **front** of the pocketed divider, please place the course syllabus. In the **back**, please keep any current homework to complete/turn in. It is also permissible to have a separate folder for homework. Once graded assignments are returned, they can be placed in the first section, Notes & Classwork.
 - ii. Within each class section, students should have a divider for each of the following:
 1. **Notes & Classwork** (bellwork, handouts, & homework)
 2. **Assessments** (study guides, quizzes, & tests)
 - iii. It is recommended the materials within each of these dividers be in successive order with the most recent documents at the front.

Altiora Petamus

Let us seek higher things!