

# METROPOLITAN ARTS INSTITUTE

## A Student's Guide to being A+ Organized

### **Binder:**

- Hole punch all handouts!
- Each class section must be present and organized chronologically (newest document towards the front).
- When receiving handouts check for proper placement.
- Expect Routine (minimum once weekly) binder organization confirmations for class participation (or other category) grades.
- Anticipate teachers requesting "Take out your binders and take out the \_\_\_\_ handout." Teachers will then ensure proper placement in the binders after students complete the document usage or may require the the document for grading.
- Binders will be checked during Period 7 and 8 academic support weekly for organization including loose and/or unorganized papers (classwork, handouts, test, notes, incomplete assignments, etc). Use provided grading rubric.

### **Planner:**

- At the end of EVERY CLASS write down the class homework or demonstrate no homework if necessary. Students are required to write in their planner daily for each class period.
- Upcoming tests, projects or assignments must be recorded in student planners.
- Every Wednesday Period 7 and 8 academic support teachers are responsible for ensure student planner completion. Students with missing planner information are required to update the planner prior to the end of the class period or **will receive a referral to student services for defiance of a teachers instruction.**