EXECUTIVE FUNCTION

HOW TO SET YOUR BINDER
STEP 1

• Write your name on your binder!
  • Front, Side & Back
  • DO NOT DRAW/DOODLE ALL OVER IT!!
STEP 2: SCHEDULE

- Your schedule should be the very FIRST thing you see when you open your binder. Use a sheet protector to make sure you have it all year long.

- OR... if your binder has an inside flap, it can go there!
STEP 3: COLOR COORDINATE

• Color coordinate your dividers.
  • FIRST - LIME GREEN: For Home/For School
  • DARK GREEN: Science
  • TEAL: Social Studies
  • BLUE: Language Arts
  • PURPLE: Math
  • DARK ORANGE: PE & Health
  • LIGHT ORANGE: Electives (Art, Research, Intensive Reading...)
  • LAST - YELLOW: Notebook Paper

• All DOUBLE POCKET folders should be first, followed by the single pocket then the sheet protector.
STEP 4: STICKERS

• The LIME GREEN folder, regardless of your schedule will be your HOME folder.
  • On the DOUBLE POCKET lime green folder, put the “HOME Important Papers for my Parents” sticker on the front and the sticker that reads: “SCHOOL Important Papers for my Teachers” on the back
  • On the SINGLE POCKET lime green folder, you will put the sticker titled “Executive Skills.”
• Then put these in your binder.
STEP 5: STICKERS CONTINUED

• The next dividers should be your first period class…
  • 6th Graders have PE so this should be the DARK ORANGE DIVIDERS

• On the DOUBLE SIDED folder, you will put the sticker that says: “FRONT POCKET Homework to Complete/Homework to turn in)” on the front

• On the back of that divider place the sticker that reads: “BACK POCKET Returned Work/Graded Work”
STEP 6: NOTES STICKER

• On the SINGLE POCKET folder of the same color, place the sticker that reads: “NOTES”
STEP 7: SHEET PROTECTOR

• Behind the two colored dividers you will have a sheet protector...you will put the sticker labeled: “LONG TERM PROJECTS Syllabus, Rubrics”
STEP 8: FINISH STICKERS

- **DARK GREEN**: Science
  - Double Pocket: “FRONT POCKET Homework to Complete / Homework to turn in)” and “BACK POCKET Returned Work/Graded Work”
  - Single Pocket: “NOTES”
  - Sheet Protector: “LONG TERM PROJECTS Syllabus, Rubrics”

- **TEAL**: Social Studies
  - Double Pocket: “FRONT POCKET Homework to Complete / Homework to turn in)” and “BACK POCKET Returned Work/Graded Work”
  - Single Pocket: “NOTES”
  - Sheet Protector: “LONG TERM PROJECTS Syllabus, Rubrics”

- **BLUE**: Language Arts
  - Double Pocket: “FRONT POCKET Homework to Complete / Homework to turn in)” and “BACK POCKET Returned Work/Graded Work”
  - Single Pocket: “NOTES”
  - Sheet Protector: “LONG TERM PROJECTS Syllabus, Rubrics”
STEP 9: FINISH STICKERS

- **PURPLE**: Math
  - Double Pocket: “FRONT POCKET Homework to Complete / Homework to turn in)” and “BACK POCKET Returned Work/Graded Work”
  - Single Pocket: “NOTES”
  - Sheet Protector: “LONG TERM PROJECTS Syllabus, Rubrics”

- **LIGHT ORANGE**: Electives (Art, Research, Intensive Reading...)
  - Double Pocket: “FRONT POCKET Homework to Complete / Homework to turn in)” and “BACK POCKET Returned Work/Graded Work”
  - Single Pocket: “NOTES”
  - Sheet Protector: “LONG TERM PROJECTS Syllabus, Rubrics”

- **LAST - YELLOW**: Notebook Paper
STEP 10: ORGANIZE DIVIDERS AND PAPER PROTECTORS

• Now that ALL of your dividers are labeled, place them inside of your binder in order of your class schedule.

• Be sure that the LIME GREEN folders are first, and the YELLOW are last.
  • Notebook paper should be in the very back of your binder.