



Dear Parents and Students,

Our motto is, *“Organization is the key to success,”* and we look forward to another great year!

Minuteman provides the revolution in learning and leads the way toward improving the executive functioning skills of our students. To ensure college and career readiness, we focus on teaching students how to manage materials, time, and information.

When freshmen arrive, they will be given and trained how to use a Master Binder to store and organize class materials. Teachers review and grade organizational skills at random intervals during the school year.

Freshmen and New Students will be given a basic Master Binder along with their one-to-one computer device at the start of school. The binder includes the following:

- 3" three ring binder
- 8 subject dividers
- pens, pencil, highlighter
- a pouch to store writing utensils
- an assignment book

Other materials we recommend for the binder include:

- plastic sheet covers
- a scientific calculator
- 3-hole paper punch

Returning students should also assemble a Master Binder, filled with the above items.

Once a career major is declared, new students will be instructed on how to maintain a separate career binder, for use throughout all four school years. Upperclassmen possess a Vocational Binder for use in their major (digital or paper dependent on CTE major).

*We are excited to begin a new school year, see you in September!*