

Standardized Binder System - Middle School

Each student's binder should be organized front to back as follows:

1. Pouch for school supplies
should include paper reinforcements for when holes in paper tear
2. Middle School Class Schedule
3. Planner
4. Middle School Classroom Procedures and Homework Policy handouts
5. 1 Homework Folder
for homework and papers returning to school
6. Sections for academic classes separated from each other by dividers
7. **Each** class divided section should contain the following, **in this order**:
 - Tabbed divider with name of class
 - **Dated** notes (organized from earliest date to latest)
 - **Dated** handouts (organized from earliest date to latest)
 - **Dated** homework (organized from earliest date to latest)
 - **Dated** quizzes and tests (organized from earliest date to latest)
 - Extra notebook paper
8. 1 Take-Home Folder
for school notices and papers to take home to parents and return or to leave at home

Tips for using binder

1. Label binder (front, back, inside cover) with name and grade
2. Place papers received in homeroom or class **immediately** into the correct section of binder
3. Spend five minutes each homework night organizing the binder
 - Remove old papers from each class section that are no longer needed
Don't throw them away - keep them at home in a school folder or bin
 - Clean out Homework and Take-Home Folders
 - Refill binder with extra paper and school supplies if needed