

Organizing the Binder!!

1. Make sure the binder is in good working order and the rings are lined up. If the rings don't work properly papers will tear, fall out and be lost.
2. No Loose Papers – use reinforcements to repair torn papers and place them in their proper section.
3. Each subject must be separated by dividers and assignment logs should be in the front of each section.
4. Logs should be updated and neat. Students should be able to calculate their grade from the scores listed on these logs at any time.
5. Papers should be organized in each subject area with the most recent papers at the front of the section.
6. Each paper should have an assignment or log # at the top so students can organize their papers by the listing on the assignment log as well as the students name at the top. If the name and number is not at the top it should not be in the binder!!
7. Homework papers that have to be completed should be in the same location every night. Homework papers that are finished should be placed in the same location every night. Consistency is important. Some students use homework folders – One for homework to be done and one for homework that is completed.

** This binder should be checked every night. Organizing the binder should be part of the homework time – especially if your child has problems losing assignments. Be consistent in checking the binder and eventually this will become a habit with your child. It will then only take periodic checks.