Binder Bootcamp
Organization Guidelines

1. Make sure they have a binder, planner and backpack. New binders are provided by PTSA; planners from IMS book keeper; backpacks are sometimes available from PTSA/IMS.

2. Start by taking everything out of the binder/folders/backpack and organizing into piles by class:
   - Language Arts
   - Math
   - Science
   - Social Studies
   - Health/PE
   - Elective folder if they need one

3. Recycle papers that do not fit into a class pile.

4. One class at a time, organize papers into
   a. *Current/Active*: Still need to finish this assignment or refer to this paper often
   b. *Graded/Study*: Graded & Handed Back / Reference material needed in class or for unit test
   c. *Done/Take Home*: Completed. Keep at home
   d. *Recycle!*

5. Of the graded and handed back assignments, determine what can go home and what can be kept for study reference. Use the manila envelope and paperclip papers by class that will go home and stay home.

6. **Using Tabbed Dividers**: Place Current/Active papers right behind the divider. Place Graded/Study reference papers behind Active papers or move them to another labeled tab.

7. **Using two pocketed folders**: Current/Active paperwork is placed in the front pocket and Graded/Study Reference paperwork in in the back pocket. Or designate the LEFT and RIGHT sides as it makes sense. Use labels to mark pockets. Some students may want more than one two-pocket folder for all Study papers (rather than separating by class). Work with students to find what makes sense for them.

8. Put *Binder Checklist* at front of binder and ask the student to talk about the steps they plan to take to keep themselves organized.

9. Complete the *Student Survey*, Thank You card for ISF, follow-up recommendation, and supplies used.