

HOW TO SET UP YOUR BINDER

Your Binder should be in this order:

1. pencil pouch
2. agenda
3. clean lined paper--no more than 50 sheets
4. dividers for each class in order (period 1, then 2, etc.)
5. sheet protectors in front of each section for those things you'll need to save all year (your teacher will tell you which ones).

- Organize each section in reverse chronological order.
- **PARENTS:** the front pocket of the binder will be used for **parent info**--flyers, report cards, teacher notes, etc. and will be held together by a large clip.

HOW TO PURGE THE BINDER: THE BASICS

There will be two school-wide binder and locker purges per quarter, totalling eight. These dates are listed on the CMS calendar on the website and will be mentioned in the Sunday phone call.

Parents are encouraged to conduct weekly or bi-weekly purges as well, using the following criteria.

1. One section at a time, put your papers into four stacks:

1. TURN IN NOW
2. PORTFOLIO
3. NOT SURE
4. TRASH

2. For the parent section:

1. **PARENTS:** go through it and do what you will!
 2. **STUDENTS:** if you're not sure, keep in the front folder and give to your parents that night.
- When binder purges and reorganization occur, students will place work in their portfolio folder in their class for the team; for electives, those teachers will collect their portfolio work per their preference.