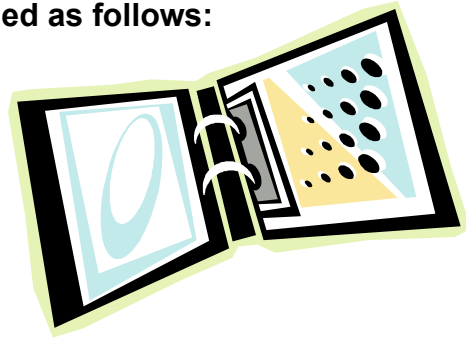




Christian Life Preparatory School

BINDER FORMAT

Binders for students at CLPS should be arranged as follows:



1ST DIVIDER: Two sided pocket divider

Front Side Pocket - Label as **Assignment Sheets & Handouts**. The students will start each day with this pocket empty. At the beginning of each class the teacher will handout new assignment sheets and attachments which will be placed in this pocket. Some teachers may handout weekly assignment sheets in lieu of daily assignment sheets. These weekly assignment sheets should remain in this pocket until they are completed.

Back Side Pocket – Label as **Completed Homework**. The students will start each day with this pocket full. Before each class begins, the student is to retrieve his completed and due assignment from this pocket and place it in the appropriate homework box in the classroom. Please help your child to only put the homework due that day in this pocket.

2nd DIVIDER: Two sided pocket divider

Front Side Pocket - Label as **Completed & Returned**. The students will start each day with this divider empty. Throughout the day they will have their graded and checked assignments returned to them which are to be placed in either pocket of this divider.

ALL SUBSEQUENT DIVIDERS: Two sided pocket divider

All subsequent dividers are for each subject. Each teacher will define how many dividers are needed and what they should be labeled. These dividers will be used to keep reference information, notes worksheets and other items that the student will need for classroom instruction.

For K through 5 students, you will find the behavior sheets in the front pocket of each class divider.

At Home Files:

Please create a file folder at home for each subject that your child is taking at CLPS. This file will be used to keep all returned papers labeled “File at Home” until the end of the semester.

The syllabus for each class is to be put in this file after reviewing it.

