

# Memorandum

**To:** All Faculty and Staff  
**From:** Dr. Matthew W. Ross, Superintendent  
**Date:** August 1, 2018  
**Subject:** Policy and Procedure Bulletin\_Student Organizational Binders / Folders

The intent of this memorandum is to provide guidance with regard to the Student Organizational Binders (Grades 3-8) and Folders (Grades K-2).

Each student in Grades 3-8 shall be provided a standard Student Organizational Binder, while each student in Grades K-2 shall be provided a standard Student Organizational Folder. Each student is required to utilize and maintain their organizational binders / folders pursuant to the Student Organizational Binder Checklist and Student Organizational Folder Checklist.

By the last instructional day of each month, each classroom teacher shall assess each student's level of compliance with the applicable Student Organizational Binder Checklist and Student Organizational Folder Checklist and the resulting score shall be annotated in the Gradebook and Student Organizational Binder Checklist\_Consolidated Report located in Google Drive.

Given the varying class sizes, schedules, and/or other instructional requirements, each classroom teacher shall have the flexibility as to when to begin the process of reviewing each student's binder in order to meet the required completion date.

To assist students in the proper use and maintenance of their organizational binders / folders, all classroom teachers shall:

- Provide direct instruction to students regarding the proper use and maintenance of their organizational binders / folders.
- Maintain a "teacher organizational binder / folder" to be used as an exemplar for students.
- Model proper use and maintenance of the organizational binders / folders when placing materials in the appropriate place in their binders / folders.
- Schedule time at the end of each block of instruction for students to place their materials in the appropriate place in their organizational binders / folders.
- Schedule time throughout the day, week, and month for students to organize their organizational binders / folders, if needed.
- Schedule time for reinforcement instruction regarding the proper use and maintenance of their organizational binders / folders, as needed.

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.

VINELAND SCHOOL DISTRICT

Student Organizational Binder Checklist  
(Grades 3-8)

Name \_\_\_\_\_

Date \_\_\_\_\_

<p><b>Zippered Pouch (front of the binder)</b></p> <ul style="list-style-type: none"> <li>Pens, pencils, erasers, highlighters, etc., as needed</li> </ul> <p><i>Possible Score: Fully Meeting the Standard (2) / Partially Meeting the Standard (1) / Not Meeting the Standard (0)</i></p>	<u>Score</u>	<p><b>Total Points Possible</b></p> <p>38</p> <p><b>Total Points Earned</b></p>				
<p><b>Planner (front of the binder)</b></p> <ul style="list-style-type: none"> <li>District and school events</li> <li>Project and assessments dates</li> <li>Personal events</li> <li>Other important dates, as applicable</li> </ul> <p><i>Possible Score: Fully Meeting the Standard (4) / Substantially Meeting the Standard (3) / Partially Meeting the Standard (2) / Minimally Meeting the Standard (1) / Not Meeting the Standard (0)</i></p>	<u>Score</u>					
<p><b>2- Pouch Folder (back of the binder)</b></p> <ul style="list-style-type: none"> <li>Daily assignments to be completed (left side)</li> <li>School-to-home correspondence (right side)</li> </ul> <p><i>Possible Score: Fully Meeting the Standard (2) / Partially Meeting the Standard (1) / Not Meeting the Standard (0)</i></p>	<u>Score</u>					
<p><b>Tab 1 - Progress</b></p> <ul style="list-style-type: none"> <li>Quarterly Report Cards</li> <li>Monthly Progress Reports</li> </ul> <p><i>Possible Score: Fully Meeting the Standard (2) / Partially Meeting the Standard (1) / Not Meeting the Standard (0)</i></p>	<u>Score</u>					
<p><b>Tab 2 - Reading</b></p> <ul style="list-style-type: none"> <li>Accelerated Reader 360 Student Reading Plan</li> <li>Accelerated Reader 360 Student Reading Log</li> <li>Accelerated Reader 360 Student Progress Monitoring Report</li> <li>Reader Certification Certificate</li> <li>Student Record Report</li> <li>Diagnostic Report - Reading Practice</li> </ul> <p><i>Possible Score: Fully Meeting the Standard (4) / Substantially Meeting the Standard (3) / Partially Meeting the Standard (2) / Minimally Meeting the Standard (1) / Not Meeting the Standard (0)</i></p>	<u>Score</u>					
<p><b>Tab 3 - Academic Essentials (AE)</b></p> <ul style="list-style-type: none"> <li>Assignment Log</li> <li>Student Organizational Binder Checklist</li> <li>Rubrics</li> <li>Graded Assignments</li> <li>Lecture / Class Notes (Chronological Order)</li> <li>In-Class Activities / Handouts / Other Document and Resources</li> </ul> <p><i>Possible Score: Fully Meeting the Standard (4) / Substantially Meeting the Standard (3) / Partially Meeting the Standard (2) / Minimally Meeting the Standard (1) / Not Meeting the Standard (0)</i></p>	<u>Score</u>					
<p><b>Tab 4-8 - All Other Tabs (ELA, Math, Science, H/SS, Misc)</b></p> <ul style="list-style-type: none"> <li>Assignment Log</li> <li>Graded Assignments</li> <li>Lecture Notes (Chronological Order)</li> <li>In-Class Activities / Handouts / Other Document and Resources</li> </ul> <p><i>Possible Score: Fully Meeting the Standard (4) / Substantially Meeting the Standard (3) / Partially Meeting the Standard (2) / Minimally Meeting the Standard (1) / Not Meeting the Standard (0)</i></p>	<u>ELA Score</u>	<u>Math Score</u>	<u>Science Score</u>	<u>H/SS Score</u>	<u>Misc Score</u>	

**Directions.** Student Organizational Binders (Grades 3-8) will be assessed every Monday. The night before the assigned date of the scheduled “Student Organizational Binder Check” all students must conduct a “Self-Review” of their binders with their parents. Both the student and their parent must sign below prior to submitting the organizational binder to the teacher for assessment.

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

VINELAND SCHOOL DISTRICT

Lista de verificación del Portafolio Estudiantil de Organización  
(Grados 3-8)

Nombre \_\_\_\_\_

Fecha \_\_\_\_\_

<p><b>Bolsita con Zipper (front of binder)</b></p> <ul style="list-style-type: none"> <li>• Pluma, lápices, borradores, marcadores, etc., como sea necesario</li> </ul> <p><i>Possible Puntuación: Totalmente Cumplimiento de la norma ( 2 ) / Parcialmente Cumplimiento de la norma ( 1 ) / No Cumplimiento de la norma ( 0 )</i></p>	<p style="text-align: center;"><b><u>Puntaje máximo posible</u></b> <b>38</b></p> <p style="text-align: center;"><b><u>Total de puntos ganados</u></b></p>									
<p><b>Claendario (front of binder)</b></p> <ul style="list-style-type: none"> <li>• Eventos del distrito y eventos de la escuela</li> <li>• Proyectos y fechas de evaluaciones de eventos</li> <li>• Eventos personales</li> <li>• Otras fechas importantes, como el día de aplicación</li> </ul> <p><i>Possible Puntuación: Totalmente Cumplimiento de la norma ( 4 ) / Sustancialmente Cumplimiento de la norma ( 3 ) / Parcialmente Cumplimiento de la norma ( 2 ) / Reunión mínimamente la Norma ( 1 ) / No Cumplimiento de la norma ( 0 )</i></p>										
<p><b>2- Portafolio con Bolsas en los lados (front of binder)</b></p> <ul style="list-style-type: none"> <li>• Tareas diarias por terminar (lado izquierdo )</li> <li>• Correspondencia de escuela a casa (lado derecho)</li> </ul> <p><i>Possible Puntuación: Totalmente Cumplimiento de la norma ( 2 ) / Parcialmente Cumplimiento de la norma ( 1 ) / No Cumplimiento de la norma ( 0 )</i></p>										
<p><b>Tab 1 -Avance</b></p> <ul style="list-style-type: none"> <li>• Calificaciones Cada Cuartil</li> <li>• Informes Mensuales de Progreso</li> </ul> <p><i>Possible Score: Fully Meeting the Standard (2) / Partially Meeting the Standard (1) / Not Meeting the Standard (0)</i></p>										
<p><b>Tab 2 - Lectura</b></p> <ul style="list-style-type: none"> <li>• Lectura Acelerada 360 Plan de Lectura del estudiante</li> <li>• Lectura Acelerada 360 Registro Estudiantil de Lectura</li> <li>• Lectura Acelerada 360 Informe del Progreso del Estudiante</li> <li>• Certificado de la Certificación de Lectura</li> <li>• Reporte del Registro del Estudiante</li> <li>• Reporte diagnóstico- Práctica de lectura</li> </ul> <p><i>Possible Puntuación: Totalmente Cumplimiento de la norma ( 4 ) / Sustancialmente Cumplimiento de la norma ( 3 ) / Parcialmente Cumplimiento de la norma ( 2 ) / Reunión mínimamente la Norma ( 1 ) / No Cumplimiento de la norma ( 0 )</i></p>										
<p><b>Tab 3 - Fundamentos Académicos (AE)</b></p> <ul style="list-style-type: none"> <li>• Registro de Tareas</li> <li>• Lista de verificación del Portafolio Estudiantil de Organización</li> <li>• Rúbricas</li> <li>• Tareas ya corregidas</li> <li>• Enseñanzas de Clase / Notas de Clase (orden cronológico)</li> <li>• Actividades dentro de la Clase/ Folletos / Otros documentos y Recursos</li> </ul> <p><i>Possible Puntuación: Totalmente Cumplimiento de la norma ( 4 ) / Sustancialmente Cumplimiento de la norma ( 3 ) / Parcialmente Cumplimiento de la norma ( 2 ) / Reunión mínimamente la Norma ( 1 ) / No Cumplimiento de la norma ( 0 )</i></p>										
<p><b>Tab 4-8 - Las demas (ELA, Matemáticas , Ciencias, H / SS, Miscelánea)</b></p> <ul style="list-style-type: none"> <li>• Registro de Tareas</li> <li>• Tareas ya corregidas</li> <li>• Notas de Lecturas (orden cronológico)</li> <li>• Actividades dentro de la Clase/ Folletos / Otros documentos y Recursos</li> </ul> <p><i>Possible Puntuación: Totalmente Cumplimiento de la norma ( 4 ) / Sustancialmente Cumplimiento de la norma ( 3 ) / Parcialmente Cumplimiento de la norma ( 2 ) / Reunión mínimamente la Norma ( 1 ) / No Cumplimiento de la norma ( 0 )</i></p>	<p style="text-align: center;"><b><u>ELA Puntuación</u></b></p>	<p style="text-align: center;"><b><u>Math Puntuación</u></b></p>	<p style="text-align: center;"><b><u>Science Puntuación</u></b></p>	<p style="text-align: center;"><b><u>H/SS Puntuación</u></b></p>	<p style="text-align: center;"><b><u>Misc Puntuación</u></b></p>					

**Instrucciones.** Lista de verificación del Portafolio Estudiantil de Organización (Grados 3-8) se evaluarán todos los lunes. La noche antes de la fecha asignada de la prevista "Verificación del Portafolio Estudiantil de Organización" todos los estudiantes deben realizar una "revisión automática" de sus portafolios con sus padres. El estudiante y sus padres deben firmar a continuación, antes de presentar **Portafolio Estudiantil de Organización** a la maestra para la evaluación.

Firma del Estudiante \_\_\_\_\_

Fecha \_\_\_\_\_

Firma del Padre \_\_\_\_\_

Fecha \_\_\_\_\_