

August 24, 2009

Dear Parents:

As students get older they need to learn to stay organized. Fifth grade is a big transitional year, so we'll be using the IPOD folder. This is an acronym standing for:

I'm  
Prepared &  
Organized  
Daily

Your child is required to take this binder home every afternoon and is also responsible for bringing it back to school in the mornings. Here is how it is organized:

- **2 1/2 " three ring binder:** The student's binder which holds important information for both you and your child. Keeping this organized will help your child be successful during their 5<sup>th</sup> grade school year.
- **Front Pocket:** This pocket is for any notes or papers that need to go home.
- **Heavy Duty Pencil pouch:** Please place any extra pencils, or money for the following things: lunch, field trips, and book orders into this pouch. .
- **Index tabs for each subject:** This will hold class notes and handouts for each subject.
- **Information Section for Parents & Students:** Here you will find paper for us to correspond with each other. Please check here daily for any personal notes from me. You can write any notes you need to send here also. Please date each note and leave all correspondence in this section so that we can look back and remember any communications we may have had. This will help me remember what we've discussed and when we discussed it. Please have your child tell me if you have a note for me to read in this section and I will reply to your comments/questions. If your child does not tell me, I may not know that you have something for me to read.
- **Student Agenda:** Your child is expected to write his/her assignments in their agenda each day.

Thank you for your help,

Mr. Miller