

PROCEDURES FOR BINDER CHECKS

Administrators should perform regular binder checks for both classroom and independent study students. Below are suggested criteria for review. It is suggested that teachers routinely check their own binders or team up with a colleague to check each other. This practice is designed to catch any problems early so that remedies can be more easily applied.

Review Criteria

1. Is coursework assigned at the appropriate ability level? (Note: test scores are only one indicator for ability levels. Teachers/administrators should check writing samples, past work samples, and transcripts to see what level courses students have been working within. Students who have passing grades in Spanish and Algebra on their transcript should generally be assigned High School or College Prep level work regardless of their test scores.)
2. Are courses assigned according to the needs identified on the Individual Learning Plan? (i.e student already has 10.0 credits in World History so should be assigned U.S. History)
3. Are appropriate documents included with accurate dates and signatures? Master agreements for independent study, ILP, course record sheets, contact logs, copy of latest referral should be included.
4. Are credits being awarded at an acceptable/reasonable rate? Teachers should assign coursework or schedule classes at a 25 to 35 credit per semester rate. Students not able to complete credits at this rate should generally be stepped or be provided with some other intervention.
5. Is the step policy being followed? Students who are excessively truant or who are not making academic progress (earning credits or completing courses) should be stepped. Steps should be reversed for continued improved behavior and not be used as a tool to “hang over” a student’s head year after year.
6. A quick review of the *Course Record* sheet provides a quick way to determine if students are earning academic credits at a reasonable pace. Please request a transcript of binder checks to make sure that credits are being posted accurately and in the appropriate term.
7. For independent study, attendance credit should be documented on the assignment sheet and should have a general correlation to the amount of work completed. Of course, individual students are capable of various levels and amount of work, but a red flag is raised if all or most students from one teacher are earning 100% attendance or below our program average (83%).
8. Binder should be neatly organized so that documents are easy to locate in case of a transfer.
9. For independent study, please check for work samples from the previous reporting period if attendance credit was given.