

CLASS FOLDER GUIDELINES

MR. MARTENS

GENERAL INFORMATION ABOUT CLASS FOLDERS

- Classroom folders must contain information from the entire year. Do not throw anything away!
- Class folders should contain only those papers that deal with this class—papers from other classes should not be in the folder.
- Students will be given at least one-week notice before the folders will be collected.
- Folders are worth 50 points each time they are graded, and they will be graded a minimum of once a semester.

INTRODUCTORY MATERIALS SECTION

- Classroom Policies, Rules, and Guidelines
- Class Folder Guidelines
- Student Grade Sheet
- Weekly Assignment Sheets
 - ✓ Keep all assignment sheets.
 - ✓ Keep in chronological order with the most current one on top.

ASSIGNMENTS/HOMEWORK SECTION

- Keep the following materials in this section:
 - ✓ Section Study Guides
 - ✓ Chapter Review Worksheets
 - ✓ Skills Practices
- Keep all assignments/homework in the order in which they were completed. Therefore, dating assignments/homework is important.

STUDY PREPARATION SECTION

- Keep the following materials in this section:
 - ✓ Chapter Review Sheets
 - ✓ Chapter Place Location Sheets
- Keep all review sheets and place location sheets in the order in which they were completed. Therefore, dating review sheets and place location sheets is important.

READINGS AND MISCELLANEOUS SECTION

- Keep the following materials in this section:
 - ✓ All readings handed out in class and not recollected.
 - ✓ All other materials that do not fit into the other sections.
- Keep all materials in this section arranged chronologically. Therefore, dating these materials is important.

Name: _____ Date: _____



CLASS FOLDER GRADE SHEET

Introductory Materials Section: (25 points)

- ◆ Classroom Policies, Rules and Guidelines (5 points) _____
- ◆ Class Folder Guidelines (5 points) _____
- ◆ Semester Grade Sheet (5 points) _____
- ◆ Weekly Assignment Sheets in Order with the Most Current One on Top (5 points) _____
- ◆ Social Studies Papers *ONLY* (5 points) _____

Assignments/Homework Section: (5 points)

- ◆ Inclusion of All Assignments in Chronological Order (5 points) _____

Study Preparation Section: (10 points)

- ◆ Review Sheets and/or Place Location Sheets in Chronological Order (10 points) _____

Readings and Miscellaneous Section: (10 points)

- ◆ Inclusion of All Readings and Miscellaneous Papers in Chronological Order (10 points) _____

Comments:

Final Grade: /50