**Folder Organization Sheet Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period\_\_\_**

A 3-ring binder and five tab dividers are required for this class. Folder materials that are turned in without a 3-ring binder and dividers will not receive credit. Folders are a very important part of this course and will strongly impact your grade.

This sheet should be the first item in the folder followed by the Class Information Sheet and Pass Sheet. The rest of the folder should be divided into five sections using the tab dividers. A description of what is expected for each section and the order they should be in is below.

Notes Section

The first item in this section is the Note Sheet. Notes should be recorded on this sheet each time they are taken in class and should be up to date at all times. Notes must be in order by number. Each set of notes should have your name, date, period, and N# in the top right corner of your paper. You are responsible for any notes that you miss. If you are ever absent and miss notes you must borrow them from a classmate and copy them in your own handwriting.

The first item in this section is the Assignment Sheet. Assignments should be recorded on this sheet each time they are given in class and should be up to date at all times. Assignments must be in order by number. Each assignment should have your name, date, period and A# in the top right corner of your paper. You are responsible for any assignments that you miss. If you are ever absent and miss assignments you must complete them on your own upon your return. Keep makeup assignments in your folder until requested.

Assignment Section

Graded items include tests, quizzes, and folder checks. Graded items must be in order by date. You are responsible for any graded items that you miss. If you miss a graded item see me upon your return to schedule a time to make up the missed item. If it is more than two days past the test date you will take a makeup test during the retake window at the end of the 9 weeks. Most quizzes cannot be made up and the grade for them will come from the test on the same material. Items not made up on time will be recorded as 0’s.

Graded Items Section

The only item in this section is unused lined paper. You may use college rule or wide rule. A minimum of 10 sheets should be in your folder at all times.

The only items in this section are unused worksheets. These will be torn out of the workbooks in the classroom chapter by chapter as a class.

Unused Worksheets

Lined Paper Section