**FOLDER PROCEDURES AND EXPECTATIONS**

\*Folders will be kept in the classroom in the designated crate

\*You are free to take your folder home to study or work on assignments as needed

\*Folders should be retrieved immediately upon entry to the classroom

\*All handouts and notes need to be kept in the prongs of your folder

\*Assignments to be turned in should go in the front pocket of the folder. Time will be given in class to organize folders when they are due. Assignments that are not placed in the front pocket will NOT be graded.

\*All graded assignments will be returned in your folder.

\*Make-up work will be placed in your folder. It is your responsibility to complete it and turn it in on time.

\*Folders MAY be used on designated parts of some tests and quizzes.

\*Artwork on folders is NOT permitted.

\*If you damage your folder – it is YOUR responsibility to appropriately repair your folder or you will be EXPECTED to replace your folder with the correct color.