

Latin Binder Guidelines

The grade on your binder will be equivalent to a quiz grade out of 50 points. Your binder should meet or exceed the following requirements:

- A. Your three-ring binder contains only Latin materials.
- B. All materials in the binder are on the rings, not in pockets, etc.
- C. The first sheet is your grade sheet with current information. Any other sheets containing general class information follow this sheet.
- D. You have five main sections, clearly labeled: Homework, Grammar Notes, Culture Notes, and Tests.
- E. Within each section there is a subdivision for each grading period, clearly labeled.
- F. Within each subdivision the items are arranged in chronological order.
- G. Your binder is placed in the designated spot at the beginning of the period on the assigned day.

I will use the following penalties when I grade your folder:

- 1. No three-ring binder (A)..... 10 pts.
- 2. Non-Latin materials in binder (A)..... 3 pts.
- 3. Numerous materials not on rings (B) 5 pts.
- 4. Few materials not on rings (B) 2 pts.
- 5. No grade sheet (C)..... 5 pts.
- 6. Incomplete grade sheet (C)..... 2 pts.
- 7. Main sections missing (D)..... 1 pt. (each)
- 8. Main sections not clearly labeled (D)..... 1 pt. (each)
- 9. Grading period subsections missing (E)..... 1 pt. (each)
- 10. Grading period subsections not clearly labeled (E)..... 1 pt. (each)
- 11. Selected items missing or not in chronological order (F) 1 pt. (each)
- 12. Late folder submitted before end of class (G) 2 pts.
- 13. Late folder submitted before end of day (2:35) (G) 5 pts.
- 14. Late folder submitted before class on the next day (G) 10 pts.
- 15. Late folder submitted before end of grading period (G) 20 pts.

(The numbers on your grade sheet will correspond to these numbers.)

General	Grammar	Culture	Homework	Tests
	-1st 6 wks	-1st 6 wks	-1st 6 wks	-1st 6 wks
	-2nd 6 wks	-2nd 6 wks	-2nd 6 wks	-2nd 6 wks
	-3rd 6 wks	-3rd 6 wks	-3rd 6 wks	-3rd 6 wks