Mrs. Mehaffey’s classwork folder instructions

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1. Two students will be assigned to hand out folders each day. Check the board to see if you are assigned to hand out folders today. The crate should be returned to the bookcase once all folders are given out. I will choose these randomly. Due to the laws of probability, you may be chosen to hand out folders every day!
2. Do not doodle/ draw on your folders.
3. THE LEFT POCKET OF YOUR FOLDER SHOULD HAVE…..
	1. Current Folder checklist (should be on top of the other papers)
	2. This week’s extra credit article (a new one will be given every Monday. The article is due the following Monday. Due dates will be listed. You may work on this AFTER completing the classwork for the day.)
	3. A copy of this instruction sheet (I will return a copy to you tomorrow.)
	4. A copy of the lab safety instructions. (I will be returning a copy to you to place in your folder at a later date.)

**Please do not place any other papers in this pocket.**

1. DO NOT WORK AHEAD IN YOUR PACKET. I will be checking periodically. If I find that you are working ahead, I will replace your packet with a new one for you to complete. ☺
2. YOUR FOLDER WILL NOT LEAVE THE ROOM. You will be turning the folders in to me as you leave the room. No exceptions. If the folders were used during class, you will hand them to me as you walk out.
3. If you are absent, I will put a copy of the make- up work on the back bulletin board. DO NOT TAKE YOUR FOLDER.
4. If you lose your folder….. You will be assigned a 15 minute after school detention. During this time you will be creating a new folder for yourself. You will need to complete any assignments that you have already completed and have lost.
5. You need to keep up with your work. If you are having trouble keeping up with the packets, you need to come see me so we can figure out a plan for your success.

I have read and understand the instructions for Mrs. Mehaffey’s classwork folders. If at any time I am confused about these instructions, I will re- read the list. If I am still confused, I will talk to Mrs. Mehaffey. If at any time I am having trouble with completing the assignments, I will talk to Mrs. Mehaffey about how to get my work done so I can be successful.

 Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_