

Bethlehem Central School District Special Education Organization Rubric

	1	2	3	4 Proficient	5
Assignment Notebook:	Student refuses to use	Completed 25% of the time during 20 consecutive days	Completed 50% of the time during 20 consecutive days	Completed 75% of the time during 20 consecutive days	Completed 100% of the time during 20 consecutive days
Binder Materials Organized	No organization, no folders	Less than half the folders/binders for classes, some attempt at order but no consistency, loose papers	Some (at least half) folders/binders for classes, but not all, loose papers, papers filed incorrectly, some logical order	Separate folders/binders for each class, papers are filed in the correct order, some loose papers or some misfiled papers	Labeled binders/folders, papers dated and labeled in logical order, no loose papers
Identify Materials Needed for Class (student verbally indicates)	Cannot identify any materials needed for class	Can identify minimal materials (pen/pencil, paper, or assignment notebook) for 1-2 classes	Can identify some materials needed for half the classes	Can identify all materials needed for more than half of the classes	Can identify all materials needed for all classes
Develop a plan for homework	Doesn't identify assignments	Identifies assignments Prioritizes assignments Knows due dates	Identifies assignments Prioritizes assignments Knows due dates Verbalizes teacher expectations regarding assignments Verbalizes homework plan	Identifies assignments Prioritizes assignments Knows due dates In writing identifies teacher expectations regarding product, quality, length, due date Verbalizes homework plan that includes schedule, location, materials needed, and estimate of time required to complete homework	Identifies assignments Prioritizes assignments Knows due dates In writing identifies teacher expectations regarding product, quality, length, due date Written homework plan that includes schedule, location, materials needed, and estimate of time required to complete homework
Develop a plan for projects	Doesn't identify assigned projects	Identifies project assigned (identifies NO expectations)	Identifies project assigned, identifies basic expectations, but needs prompts to develop a plan of smaller steps for completion	Identifies project assigned, identifies expectations, has a plan for completion, but may not be clearly written in assignment notebook or clearly broken down into smaller steps	Identifies project assigned, as well as all expectations, breaks down project into smaller steps of completion, written plan for project in assignment notebook

Created by Nancy Stathopoulos, Carlie Foley, and Michelle DePace 2/2006