

Organizational Rubric

Objective	20%	40%	60%	80%	Monthly Average
	<i>criteria</i>	<i>criteria</i>	<i>criteria</i>	<i>criteria</i>	
Planning Tools <i>Use of planners or agenda to track homework, deadlines, or tasks</i>	<i>Fewer than 2 entries in the agenda</i>	<i>Fewer than 4 entries in the agenda</i>	<i>At least 6 entries in the agenda</i>	<i>At least 8 entries in the agenda</i>	
week 1 rating					
week 2 rating					
week 3 rating					
week 4 rating					
Task Focus <i>Extent to which the child stays on task and self-directed</i>	<i>During any 5 minute period, child stays focused for no more than 1 minute</i>	<i>During any 5 minute period, child stays focused for no more than 2 minutes</i>	<i>During any 5 minute period, child stays focused for no more than 3 minutes</i>	<i>During any 5 minute period, child stays focused for at least 4 minutes</i>	
Week 1 rating					
Week 2 rating					
Week 3 rating					
Week 4 rating					
Preparedness <i>Task materials available to work</i>	<i>Has none of the correct materials ready for class today</i>	<i>Has only 1 of the materials needed for class work today</i>	<i>Has half of the materials needed for class work today</i>	<i>Has all the correct materials ready today</i>	
Week 1 rating					
Week 2 rating					
Week 3 rating					
Week 4 rating					
Clutter <i>Keeps desk clear of distractions</i>	<i>Has only 4 or more books on her desk at a time</i>	<i>Has 3 books on her desk at a time</i>	<i>Has only 2 books on her desk at a time</i>	<i>Has only 1 book on her desk at a time</i>	
Week 1 rating					
Week 2 rating					
Week 3 rating					
Week 4 rating					