

### Component #4 – School Handbook Rubric

	<b>5 (Goes above and beyond)</b>	<b>4 (Includes all of the following)</b>	<b>3 (Missing part of or one of the following)</b>	<b>2 (Missing one and part of another of the following)</b>	<b>1/0 (Missing two or more of the following)</b>	Score
<b>Aesthetics/ Graphics (15 points)</b>		Graphics have a clear purpose and help to convey the message of the your handbook and are pleasing to the eye. Explanation of all diagrams and sections This may include Photographs, Diagrams, Charts, Artwork, etc	Graphics have a clear purpose and help to convey the message of the your handbook and are pleasing to the eye. Explanation of all diagrams and sections This may include Photographs, Diagrams, Charts, Artwork, etc	Graphics have a clear purpose and help to convey the message of the your handbook and are pleasing to the eye. Explanation of all diagrams and sections This may include Photographs, Diagrams, Charts, Artwork, etc	Graphics have a clear purpose and help to convey the message of the your handbook and are pleasing to the eye. Explanation of all diagrams and sections This may include Photographs, Diagrams, Charts, Artwork, etc	_____
<b>Design and Layout (15 points)</b>		<ul style="list-style-type: none"> <li>- Alignment</li> <li>- Balance</li> <li>- White Space</li> <li>- Consistency</li> <li>- Color</li> <li>- Heading and Fonts</li> </ul>	<ul style="list-style-type: none"> <li>- Alignment</li> <li>- Balance</li> <li>- White Space</li> <li>- Consistency</li> <li>- Color</li> <li>- Heading and Fonts</li> </ul>	<ul style="list-style-type: none"> <li>- Alignment</li> <li>- Balance</li> <li>- White Space</li> <li>- Consistency</li> <li>- Color</li> <li>- Heading and Fonts</li> </ul>	<ul style="list-style-type: none"> <li>- Alignment</li> <li>- Balance</li> <li>- White Space</li> <li>- Consistency</li> <li>- Color</li> <li>- Heading and Fonts</li> </ul>	_____
<b>Content/ Necessary Elements (50 points)</b>		<ul style="list-style-type: none"> <li>- Clear Purpose</li> <li>- Relevant and Significant</li> <li>- Essential</li> <li>- Organized</li> <li>- Clear and Concise</li> </ul>	<ul style="list-style-type: none"> <li>- Clear Purpose</li> <li>- Relevant and Significant</li> <li>- Essential</li> <li>- Organized</li> <li>- Clear and Concise</li> </ul>	<ul style="list-style-type: none"> <li>- Clear Purpose</li> <li>- Relevant and Significant</li> <li>- Essential</li> <li>- Organized</li> <li>- Clear and Concise</li> </ul>	<ul style="list-style-type: none"> <li>- Clear Purpose</li> <li>- Relevant and Significant</li> <li>- Essential</li> <li>- Organized</li> <li>- Clear and Concise</li> </ul>	_____
<b>Presentation (20 points)</b>		<ul style="list-style-type: none"> <li>- Clear Explanation of rationale for handbook</li> <li>- Able to answer questions about handbook</li> <li>- Spoke clearly</li> <li>- Handbook is displayed and is visible</li> </ul>	<ul style="list-style-type: none"> <li>- Clear Explanation of rationale for handbook</li> <li>- Able to answer questions about handbook</li> <li>- Spoke clearly</li> <li>- Handbook is displayed and is visible</li> </ul>	<ul style="list-style-type: none"> <li>- Clear Explanation of rationale for handbook</li> <li>- Able to answer questions about handbook</li> <li>- Spoke clearly</li> <li>- Handbook is displayed and is visible</li> </ul>	<ul style="list-style-type: none"> <li>- Clear Explanation of rationale for handbook</li> <li>- Able to answer questions about handbook</li> <li>- Spoke clearly</li> <li>- Handbook is displayed and is visible</li> </ul>	_____

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