

# NOTEBOOK GUIDELINES

- I. Design and decorate the cover of a notebook using markers or colors.
- II. Design a back for your notebook.
- III. Choose an end for your notebook. Make sure your name is on the end of the notebook.
- IV. The “First Semester Score Sheet” should be the first page of your notebook. At the beginning of each week copy your grade and any **late** assignments on the score sheet.
- V. There should be sections in the notebook for the following in this order:
  - A. Reports
  - B. RIS Sheets
  - C. Quizzes/Activities
  - D. Notes
- V. Your Notebook will be turned in for grading from time to time. It will be graded on the following:
  - A. The care and neatness of your notebook.
  - B. The filled in “Score Sheet” and the “Late Assignments” columns.
  - C. Copies of **all** the presentations to date with a sections for “Reports”, “RIS “quizzes/Activities and “Notes”.
  - D. Do not put your daily book assignments and quizzes in this notebook. This notebook should be reserved for the class presentations.
- VI. Remember to bring this notebook to class when it is called for.