

# Miss. Toller's Notebook Checklist

- All notes must be taken on the **RIGHT** hand side of your notebooks
  - You can take notes how you choose, **HOWEVER**, you must interact with your notes in order to earn full credit. This could be adding a summary, asking questions, drawing pictures, Marking the Text (with your notes as you will do with documents). As an example, we will be doing Cornell notes for your first set of notes.

The diagram shows a Cornell notebook page with the following structure:

Essential Question	How Can I be Successful in Class?		Name Course name Period Date
	Why should I ask questions?	<u>Ask Questions</u> <ul style="list-style-type: none"><li>- Keeps you engaged in lesson</li><li>- Teacher views you as good student</li></ul>	Heading
	Where should I sit?	<u>Sit up Front</u> <ul style="list-style-type: none"><li>- Keeps you focused</li></ul>	
	Why should I take notes?	<u>Take Notes</u> <ul style="list-style-type: none"><li>- Keeps you engaged in lesson</li><li>- Have something to study</li></ul>	
What kind of help can I get?	<u>Get Help When Needed</u> <ul style="list-style-type: none"><li>- Ask teacher</li><li>- After school tutoring</li><li>- Tutorials</li></ul>		
Questions	<u>Summary</u> <p>There are several ways to be successful in class. First, you should ask questions. Second, you should sit in the front of the class. You should also take notes and get help when you need it.</p>		Notes
Summary			

- If given fill in notes, those are to be glued into the right-hand side of your notebook. Fill in notes also require two types of interactions.
- All classwork, homework, worksheets, etc. will be on the **Left**-hand side of your notebooks
- Everything needs to have a title

- Any worksheets or items you may have forgotten to record in your notebooks need to be glued in. If items are not glued in, you will lose points or I will refuse to grade your notebook until you do so.
- Only glue in one sheet for each side of paper. Multiple sheets glued in on the same side of the paper will lose points.
- Notebooks will be graded about every 2 weeks. The amount of points each notebook check is worth will vary depending on how many notes/assignments are being graded. All notebook checks will be submitted through Canvas. Students will have class time to prepare notebooks and submit to Canvas. If students do not finish their notebook check in class, they will have until 11:59 p.m. that night to submit it to Canvas for full credit. Anything turned in passed the 11:59 p.m. deadline is automatically late and will not receive full credit.
- Although I only grade the notebooks every two weeks, you are expected to work on your assignments during class. A new assignment will likely be given every class period, however, if you use your class time wisely, you will finish the assignment in class and **NEVER** have homework. Since I have had an issue with students not working on assignments during class because it “wasn’t due,” I will be instituting a stamp policy. At the end of class, I will be going around stamping class work at the end of the period for students who were using class time wisely. If a student did not finish the assignment, but was using class time to get an assignment done, they will receive extra time to complete the assignment and will still receive a stamp the following school day. If a student does not receive a stamp, it’s because they were wasting class time or did not complete the assignment in a timely matter. That student will lose points on the assignment when I grade it with the notebook check.