



GUIDELINES FOR NOTEBOOK



Your American History notebook is an important part of your grade and the classroom experience. It is imperative that you be aware of the rules governing it.

1. **Late**—a notebook turned in after the due date without an exception or extension will receive a grade no higher than a “C”.
2. **Scheduled Absence**—students with a scheduled absence on a due date (ISSP, field trips, etc.) are responsible for having their notebook completed on or prior to the due date or receive a grade no higher than a “C”. Refer to *Student Handbook* for procedures on excused absence.
3. **Absence due to illness**—if a student has an *unexcused* absence on the day their notebook is due, the student must submit their notebook the day they return to class or receive a grade no higher than a “C”. Refer to *Student Handbook* for procedures on excused absence.
4. **Extensions**—must be arranged with teacher prior to notebook due date.
5. **Notebook loss or disappearance**—notebooks are the responsibility of the student. If you lose it, you must re-do all assignments. **NO NOTEBOOK = NO GRADE**
6. **Make-up work**—there will be *NO make-up work* beyond the generous time allowed for assignments on the lesson plan. Consult your lesson plan frequently for due dates.
7. **Notebook format**—the notebook should contain four (4) tabs and be set up in the following order:
 - Bell ringers
 - Class work
 - Extra Credit/Projects
 - Miscellaneous—anything that does not fit into the first three categoriesNotebook assignments must be neat and properly labeled to receive credit. All questions must be written in Q&A format or the question restated in the answer to receive credit.
8. **Organization and neatness**—points may be deducted for order, neatness, notebook condition, not following directions, no-name, etc.
9. **Bell ringers**—the format for bell ringers is Q&A style or restating the question in the answer. Short and extended responses should follow the Hamburger Paragraph with FRIESS format. A copy of the format is in the classroom and our class website.
10. **Cheating**—copying a classmate’s work will result in a “0”. This grade will apply to both parties—the giver and the receiver of the work. Assignments that are allowed to be shared will be clearly designated by the teacher. A discipline referral will be written at the discretion of the teacher.