



GUIDELINES FOR NOTEBOOK



Your Geography 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.