

Mathematics Notebook Specifications (Version 19)

Each student will maintain a **Notebook**. The Notebook must be brought to class each day. It will be collected **EACH** marking period in the week prior to the final grade. Additional “spot checks” will occur at the teacher’s discretion. The notebook is an important part of your grade. **YOU MUST have a new grading sheet for EACH marking period. A setup grade is required for all gradings.** Always check for "Common Mistakes" before submitting a notebook.

Cover, Supplies and Scoring Sheet AND Submission Date– 5%

The folder should be a hardcover 3-ring binder in good condition. The course name, and the student’s header information should be clearly displayed on the front cover. It is best to get a folder with a clear plastic insert on the cover, otherwise write this information clearly on a attached label or in a contrasting color.

Each notebook should have a place to store pencils, pens, erasers and other supplies.

The scoring sheet should be in the inside front pocket of the notebook. **BE SURE to put the submission date in the box at the top of the scoring column.**

Table of Contents – 15%

Notebooks without a Table of Contents WILL NOT be graded. All pages must be numbered and listed in the Table of Contents. You should number and date your pages as you place them in the book. There will be a separate page for each of the five sections. Journals and Notes should be created at the beginning of every marking period.

The following five sections are required and must be separated with labelled dividers. They **MUST** be in this order.

1. Classroom Notes - 30%

There must be an entry for **EACH DAY** of class. Included in each entry should be the date, **homework assignment(s), and a description of the day’s activities**. If class consists of worksheets or computer work, use the note pages for your work. **ALL** Classroom notes pages must be “setup” at the beginning of each marking period. . Each page should have the date and the "day of the marking period" in the top, right corner clearly written in **INK**. **No crossouts, whiteouts or erasures**. Have a page for each day in the marking period. Organize them using the **Cornell** note-taking system. Each page should have a DATE and the DAY NUMBER. Get DAY NUMBERS from the calendar. Include the "OH, YEAH" page each week on the first day of class in that week. **ALL PAGES SHOULD BE THE SAME TYPE and SIZE.**

2. Journal – 20%

There must be a half-page journal entry for **EACH DAY**. The journal should be a record of your thoughts, problems and/or ideas. There is a list of suggested journal topics on the website. Topics can also be derived from the list of mathematical websites. Each page should have a DATE and the DAY NUMBER. Get DAY NUMBERS from the calendar. Remember, GOOD journals earn extra points. Journals must **COVER** the entire page, top to bottom, left to right. **JOURNALS must be in INK and be original work**. Journals for the previous week will be submitted every Monday with the signed Parent Viewer. Be sure to include the Parent Viewer scoring slip with your submission.

3. Homework - 10%

This section should include all homework. When an assignment is returned write a PAGE NUMBER and the date returned on the bottom right corner of the first page. Record the assignment on the Homework Table of Contents page. See details on submitting homework. (Homework should always be "pre-graded" before submission.)

4. Test, Quizzes and Classwork - 10%

This section should include all graded tests and quizzes and any work done in class. When you receive a graded assignment put the PAGE NUMBER and the date returned on **the bottom right side** of the first page. Record the assignment in the appropriate Table of Contents. **This number is the major cause of lowered grades. Do it CORRECTLY!**

5. Reference Sheets and Handouts - 10%

When receiving a reference sheet or handout, write a PAGE NUMBER and the date received on the bottom right corner of the first page. Enter this sheet in the Table of Contents

Overall Impression

The teacher may adjust the final grade here depending on the overall impression of the notebook.

Extra Credit-Include any extra credit assignments here. (Optional)