

Secondary Minimal Notebook Standards

General Guidelines

1. Notebooks are not optional. Each student should have a notebook in each academic class.
2. Notebooks should be a solid color with “clear view” sleeves on the front and side panels.
3. Notebooks should remain clean of all writing and stickers. No sticker labels are allowed.
4. Papers in each section should be in chronological order or the order designated by the teacher.

Front Cover Guidelines

1. The front cover should be 8 ½” x 11” in size.
2. Text should be typed. Spacing requirements will be specified by the teacher.
3. Front cover sheet should be placed inside the “clear view” sleeve.
4. The front cover page should have the following information (at least):
 - A. Student’s Name
 - B. Course Title
 - C. Teacher’s Name
 - D. School Year
 - E. Hour (optional)

Side Label Insert Guidelines

1. Text should be typed. Spacing requirements will be specified by the teacher.
2. The side label insert should be placed inside the “clear view” sleeve.
3. The side label insert should have the following information (at least):
 - A. Student’s Name
 - B. Course Title

Title Page Guidelines

1. The title page should be the first page seen when the notebook is opened.
2. The title page should be typed and in a sheet protector. Spacing will be specified by the teacher.
3. The title page should be 8 ½" x 11" in size.
4. The front cover page should have the following information (at least):
 - A. Student's Name
 - B. Course Title
 - C. Teacher's Name
 - D. School Year
 - E. Hour (optional)

Assignment Sheet Guidelines

1. Assignment Sheets are optional.
2. Here are some suggestions for what might be included on an Assignment Sheet:
 - A. Column for date that assignment was given
 - B. Column for assignment explanation
 - C. Column for the date that the assignment is due
 - D. Some type of assignment numbering system
 - E. The teacher should give the proper design of the assignment sheet
 - F. All lines should be neat and straight

Divider Tabs Guidelines

1. Dividers should be neatly printed (or typed) on insert-tab style dividers. Don't write on the tabs.
2. Divider pages should not have writing on them.
3. Required Section -- "Organization" (title determined by teacher)
 - A. Classroom Constitution
 - B. Class Organization Material
 - C. Notebook Guidelines
 - D. Other Possible Items: Overview, Course Description, Goals, Purpose, Principles, Objectives
4. Other Suggested Sections:
 - A. Notes
 - B. Homework
 - C. Tests

Homework Paper Guidelines

1. MLA headings should be on all papers.
2. Writing should be on one side of the paper, if written in ink.
3. If writing in ink, each page should be consistently written in blue or black ink.
4. No writing should be in the margins.
5. Loose-leaf paper should only be used. No spiral edges will be permitted.
6. Formal writing assignments should be typed or written in cursive (determined by the teacher).

Note Guidelines

1. Notes should have a heading (determined by the teacher)

Suggested options:

Title, Date, Page

Last Name, Page, Date

Section Number, Date, Page

2. Notes should be legible. Cursive may be required at the teacher discretion.
3. Writing should be on one side of the paper, if written in ink.
4. If writing in ink, each page should be consistently written in blue or black ink.
5. No writing should be in the margins.
6. Notes should not be copied on a copy machine and put into a notebook unless there are circumstances that warrant that activity, such as a prolonged illness. This activity requires teacher permission.

Grading Guidelines

1. Each notebook should be graded at least once each quarter.
2. Some type of a standard, objective, grading sheet should be used, so that the students know why they received the grade given. Grading sheets need to include a line on the page for parents to sign if the student fails the notebook.
3. If a notebook is lost, it should be made up from the point of last grading. If you have a question in this area, ask your immediate supervisor.

4. Failed Notebook Check Policy

- A. Notebooks are an important part of CHA's methodology of education -- the Principle Approach. The notebook is a valuable tool of reasoning and academic discipline that helps produce Christian scholarship. Therefore, CHA requires that students must have a passing notebook to receive a credit for each academic class in which a notebook is required.
- B. Notebooks are graded at the end of each mid-term and the end of each semester (at least). Students who do not receive a passing grade on the notebook will be required to re-submit the notebook, to be re-graded within one week. The notebook must meet the standards, set by the teacher, to receive a passing grade.
- C. If a student fails a notebook check, the student must take the notebook home. The parent must sign a note indicating that he or she has seen the notebook (see examples in teacher handbook).
- D. Depending on individual teacher policy, the original notebook grade may or may not be changed. A re-graded notebook cannot receive a grade higher than the minimum passing grade. However for the student to receive a credit for the course, a passing grade must be obtained for the notebook.
- E. Students who do not receive a passing grade on their notebook, after its second grading, will be sent to speak to an administrator; a detention will be assigned and the student will be told to re-submit the notebook to the teacher, before school, two school days after the administrator speaks to the student. This process will be repeated until the notebook meets the standard set by the teacher.
- F. Students who consistently do not have a notebook that meets the standard set by the teacher may be subject to further disciplinary procedures and /or failure of the course for the semester.