

## Notebook Check Rubric

1. **Notebook checks will be done every 2-3 weeks on Fridays.** You will receive a notebook checklist at the beginning of the week.
2. **You MUST:**
  - a. have your table of contents completely filled out to have your notebook graded. Notebooks without an updated table of contents will not be graded and will be docked 10%.
  - b. have all your papers fully attached to your notebook. Organization is an important skill to learn at this stage in your education therefore notebooks with poor organization will not be graded until they are organized. These notebooks will also be docked 10%.
  - c. have your checklist filled out with your name. This means that you have checked off/filled in the score of the items you have and given yourself zeroes for the items you haven't completed. Items that require a stamp are given zeroes if they have not been stamped, even if they are complete. I will not grade your notebook if you do not have a checklist filled out. If you lose your checklist, it is your responsibility to make one of your own on a notebook piece of paper or print one out from my class page.
3. **On the day of the notebook check, you will turn in your notebooks to me and either take a quiz or do independent work while I verify your scores.** Your score sheets will be returned the day of the notebook check.
4. **Late assignments that are zeros can earn back a portion of credit if they are completed and you resubmit your notebook before the next notebook check.**

YOU CAN FIND ASSIGNMENTS, NOTES, AND STUDY GUIDES THAT YOU MAY BE MISSING ON MY CLASS PAGE (Go to Townsend's website, click on the "classrooms" tab, and find my name. Scroll down to the bottom of my page and you will see attachments for all assignments for that notebook check.)

**\*\*\*\*Once a notebook check is done, you may resubmit a notebook with late assignments up until the next notebook check on your own time (before/after school, at lunch, or you may leave your notebook with me at the end of class.) After the next notebook check, that grade is permanent so be sure to stay organized with your notebook and current with your assignments.**