

ORGANIZATIONAL/ASSIGNMENT NOTEBOOK

GENERAL INFORMATION

The Organizational/Assignment Notebook is a required part of the curriculum at Heritage Christian School in grades 6-8. Every student in these grades is required to purchase the notebook material and use this notebook for the entire school year.

The purpose of this notebook is to insure that each student stays well organized and achieves their maximum academic potential. The notebook will assist us in this goal by minimizing organizational frustrations and enhancing school-to-home communication. The immediate goal is that students will be able to do what is expected of them on a daily basis. The long-term goal is that students will be able to achieve higher academic results through the development of organizational skills.

Three parties will participate and partner together to insure that the notebook is utilized to the fullest: **the student, the teacher and the parent.**

*The students are held accountable for the overall maintenance of the notebook by periodic grading. The average of a student's notebook grades for each nine weeks will become a quiz grade in each of their core subjects.

*The teacher's responsibility is to post daily assignments, tests and project dates and provide time during class for the student to copy this information into their assignment notebook.

*The responsibility of the parent is to check and sign the daily assignment sheet to ensure the child is being kept accountable for the upkeep of their notebook.

***PARENT TIP:** When your child indicates an assignment was completed in class or study hall, say, "**FANTASTIC**, your child's name, let me take a look at it." If your child can't find the assignment, then have them complete the assignment again (Research has shown that this will occur exactly one time).

The notebook is to be taken home **EVERY NIGHT**, whether there is homework or not, in order to develop proper study habits. Using the notebook beginning in sixth grade and continuing for a couple of years will assist students in developing consistency in their organizational skills.

HERITAGE CHRISTIAN SCHOOL 2007/2008

ORGANIZATIONAL/ASSIGNMENT NOTEBOOK FIRST DAY OF SCHOOL SET UP INSTRUCTIONS

It is very important for every student to understand the use of the Organizational/Assignment Notebook to get off to a great start. This will include correctly setting up the notebook and learning how to use it effectively. It is most successful if the teacher's talk through the notebook organization with students to be sure students are all uniform in the initial set up. The notebook order is as follows:

1. PENCIL BAG

2. PLASTIC SHEET (Cover Page & 2007-2008 Academic Calendar)

3. SPIRAL ASSIGNMENT BOOK

- A. Evaluation sheets for grading of the Organizational/Assignment Notebooks (O.A.N.)
- B. Calendars
- C. Assignment Sheets

4. TABS AND DIVIDERS

- A. Two tabs of the same color for each subject
 - **Tab 1** – for assignments to be completed, class notes and handouts.
 - **Tab 2** – for graded quizzes, tests and homework.
- B. Color code chart for tabs:

BLUE #1	HUMANITIES-BIBLE
LIGHT GREY #1	HUMANITIES-HISTORY
GREEN #1	HUMANITIES- ENGLISH LITERATURE
YELLOW	SCIENCE
LAVENDER	MATH
BLUE #2	FINE ARTS
GREY #2	LATIN
GREEN #2	NOTEBOOK PAPER