



Mr. Garvey's Notebook Organization



You are required to maintain a **2" binder/notebook** for this class; **this is not a spiral or composition book**. The following is a description of how your notebook should be organized. Your notebook will be divided into **FIVE** sections. If you have any questions on how your notebook should be organized, do not hesitate to ask me.

I will collect your notebook at random times throughout the semester. **The best way to get a good grade on a notebook check is keep it up to date. The grade counts as a quiz grade.**

ALL PAPERS MUST BE IN THE RINGS, NOT IN POCKETS!!

Section 1 Class Information

- a) Class Syllabus
- b) Notebook Organization Sheet & Retest / Test Correction Policy
- c) Restroom Passes

Section 2 Notes / Note Handouts

- a) Your notes should be in Make sure you label your notes by the chapter, section, and the date.
- b) **If you are absent, you need to ask a peer to make a copy of the notes you missed or copy them from my website.**

Section 3 Class-work / Bell-work / Unit Test Reviews

- a) The Class-work Assignment Sheet is the first item in this section. This sheet should be filled out daily.
- b) All assignments graded in **BLUE PEN** should be placed in this section in order.

Section 4 Homework

- a) The Homework Assignment Sheet is the first item in this section. This sheet should be filled out daily and up to date like the one in class.
- b) All assignments graded in **GREEN PEN** should be placed in this section in order.

Section 5 Quizzes / Tests / Project Rubics

- a) All assignments graded in **RED PEN** should be placed in this section in order.

My parents and I have read and understand the "Notebook Organization Guide" and understand that I am required to keep a notebook for this class. Failure to maintain a notebook will result in grades of zeros when notebook checks are done.

Student Signature and Date

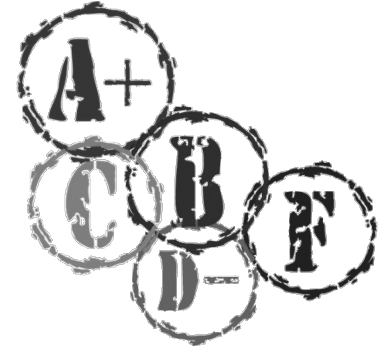
Parent Signature and Date

Student Information for Math 3

Retest & Test Correction Policy

As per the **HHS Retesting Policy**, students are allowed to retest/test corrections up to 2 **tests** per 9-weeks. The grade that a student can receive is the highest grade in the next grade level above the one the student received on the original.

Original Test Grade	Highest Possible Retest Grade
F (Below 60)	69
D (60-69)	79
C (70-79)	89
B (80-89)	100
A (90-99)	100



Retest

If you choose to retest a test, below is the procedure to follow:

1. **Retest must be taken within 2-weeks of the original testing date.** Any later than that and you will not be permitted to retest that test.
2. Retest can be started in seminar; but must be finished that same day after school (unless other arrangements have been made with me).

Test Corrections

If you choose to do test corrections instead of retest, below is the procedure to follow:

1. **Test corrections must be done within 2-weeks of the original testing date.** Any later than that and you will not be permitted to test corrections on that test.
2. Do all corrections on a piece of paper, separate from your test. You must rewrite the original question (include any charts or tables)
3. Re-do the problems you missed correctly. **YOU MUST SHOW ALL YOUR WORK!!**
4. **Write a sentence** that tells me why you missed the question in the first place. (i.e., added wrong, forgot to bring down the negative sign, etc.)

*****Explanations must be in complete sentences in order to get credit.*****

Assigned Calculator Number: _____

iXL Log-in Information:

Website Address: www.ixl.com

Username: _____@havelockhs

Password: _____