

Mr. Garvey's Notebook Organization

You are required to maintain a notebook / binder for this class. 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; falling behind is a sure way to receive a bad grade.**

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 chronological order (by date from oldest to newest). You should be able to read it like a book. Make sure you label your notes by the chapter, section, and the date. **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 Assignments**

- a) Class-work Assignment sheet filled out and up to date like the one in class. Bell-work is not recorded on this sheet. Do not wait to the last minute to fill in; it is to late then.
- b) All class-work should be placed in this section in chronological order. Class-work and bell-work assignments are graded in **BLUE PEN**.

Section 4: **Homework**

- a) Homework Assignment sheet sheet filled out and up to date like the one in class. Do not wait to the last minute to fill in; it is to late then.
- b) All homework assignments should be placed in this section in chronological order. Homework assignments are graded in **GREEN PEN**.

Section 5: **Quizzes / Tests / Project Rubics**

- a) You need to keep all quizzes and tests returned to you in this section and are kept in chronological order. Quizzes and tests are graded in **RED PEN**.

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

Mr. Garvey's Retest & Test Correction Policy

As per the **HHS Retesting Policy**, students are allowed to retest 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. The chart below illustrates the highest grade a student can receive after taking a retest or doing test corrections.

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 you must 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 are started in seminar and finished that same day after school (unless other arrangements have been made with me).

Test Corrections

If you do not want to retest the entire test, you can do test corrections instead. This will count as one of your two retest opportunities. Below is the procedure for doing test corrections:

1. Do all corrections on a piece of paper, separate from your test. You must rewrite the original question (include any charts or tables)
2. Re-do the problems you missed correctly. **YOU MUST SHOW ALL YOUR WORK!!**
 - a. If there is no work for a problem, **you have to explain** to me how you arrived at the correct answer. (i.e., how to do the problem, describe calculators steps, etc.)
3. **Explain** to me why you think you got the problem wrong. (i.e., added wrong, forgot to bring down the negative sign, etc.)

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