

# Notebook and Assignment Books

## PENNFIELD MIDDLE SCHOOL

Students **MUST** have a 3 ring binder notebook and an assignment notebook with them during the school day and take them home each day.

Any student may provide their own notebooks, as long as they have them by the 2nd day of school. If a student does not have a notebook by that time, he/she will be issued a school notebook.

If a notebook is loaned to a student and is lost or in unsatisfactory condition, the student will reimburse the school \$ 5.00 for the original cost of notebook. At that time a new/used (whichever is available) notebook will be loaned to the student under the exact conditions (of care and replacement) as the original school issued notebook.

P.A.T.H. teachers will check student's notebooks and the completion of the assignment books three times during each nine week period.

### NOTEBOOKS:

- a. papers should be organized by subjects (behind dividers)
- b. extra "junk" papers should not be in the notebook
- c. pencil pouch should be in place and stocked
- d. notebook itself should not show signs of abuse or disfigurement - only normal wear is acceptable
- e. green violence prevention rubric should be in the notebook



### ASSIGNMENT BOOKS:

Language Arts teachers provide assignment notebooks to students during the first week of school. These should be carried by students at all times while at school. Passes in order to leave the classroom are placed in the back of each student's assignment notebook. Students can use these passes to use the restroom or get needed items from a locker. Students are given the first assignment notebook at no charge, however lost or damaged assignment notebooks can be replaced for a fee of \$ 1.50.

- a. homework and class activities for every class should be listed every day
- b. all classes should have detailed notations in the assignment book of what was done and/or what needs to be done. (This needs to be done upon return if student has been absent.)

If a student receives an unsatisfactory notebook/assignment book check he/she has one grace day to remedy the conditions that were considered unsatisfactory. Once the student has the notebook/assignment book in order, he/she should see the teacher who issued the unsatisfactory check. This must be done during the grace day. Each unsatisfactory check lowers a student's Language Arts grade. Parents will receive a letter each time the student fails a notebook check.

Students are rewarded by P.A.T.H. teachers for accurate notebook checks. For each check passed on the first day of inspection, students will receive a Gold Slip. This Gold Slip is deposited in a classroom container. At the end of every nine week period, three 7<sup>th</sup> grade, three 8<sup>th</sup> grade, and four 6<sup>th</sup> grade names are drawn. Each winning student will receive ten dollars.

The purpose of the notebooks/assignment book checks are to strengthen the students' organizational skills, improve grades, and increase awareness and daily completion of assignments.

If you have questions/concerns about the notebook/assignment notebook procedures at the middle school, please contact Mrs. Feneley, Principal, at 961.9761.