



Homework Notebook Check Protocol



Listed below are the details you need to know in order to successfully earn **full credit or more** on each HW Notebook Check. The **BIG** idea is stay consistent with how and when you complete HW.

When are HW Notebooks due?

HW Notebook Checks will always occur on scheduled TEST Days, and potentially other days when quizzes or other assessments are taken in class. You will **ALWAYS** have *at least* a **1 week notice** prior to any HW Check. Notebook checks will be listed on the monthly calendars as well.

What must be in HW Notebooks?

HW Notebook Checks must include all of the assigned HWs listed on the monthly calendar that were assigned prior to the day they are due (this means any HW listed on the same day as a notebook check would **not** be due *until the next* notebook check). Sometimes this will

include HWs from the previous month that were assigned, but not included in any previous HW Notebook Checks.

Acceptable HW Notebook Format

The **approved format** for HW Notebooks is limited to one of the following:

- 1.) Any 3-Ring Binder with your name clearly labeled on the front cover; OR
- 2.) Spiral notebook (preferably 100 pages or more) with your name clearly labeled on the front cover

And... THERE are **NO** other options! Any other format will automatically have **25% of the value** for that HW Notebook Check deducted!

If your name (FIRST and LAST) is not clearly labeled on the front cover of your binder or spiral notebook, you will *automatically* **lose 3 points** from that HW Check.

How will HW notebooks be checked?

For each HW notebook, I will randomly select 10 to 12 problems to check and grade. I will pick at least one problem from each HW assignment, and I will always check the Test Review WS.

How will points be deducted from the HW Notebooks?

You will lose points on your notebook for each of the following:

- **Wrong Format: If your HW Notebook is not in a 3-ring binder or a spiral notebook (-25 %)**
- **Missing a Randomly Checked Problem (-2 pts)**
- **Missing the original problem or showing work to solve a particular problem (-1 pt)**
- **Missing proper headings for each HW (-1 pt)**
- **Missing a complete HW assignment (-5 pts)**
- **Missing the TEST Review (-5 to 7 pts)**
- **Missing your name on the front cover (-3 pts)**
- **Missing HW's, disorganized, or assignments out of order (-3 pts)**
- **Missing a description of what quantity you are trying to find on a word problem (-1 pt)**

NOTE: *If you just write answers without showing the original problem or some work, you should expect to LOSE POINTS!*

BONUS Options: You can earn extra credit on any of your HW Notebooks if you complete one of the following:

- **Early Completion:** If you turn in your HW notebook the class prior to the due date (+5 points)
- **Extra Assignments or problems:** If you do extra practice, or complete extra credit WS (range of +2 to +5 points). **NO EXTRA CREDIT** will be accepted with **LATE Notebooks** or *after* original **DUE Date**
- **Exceptional work or presentation:** If Mr. L. finds work that is beyond the norm, or if your notebook is exceptionally well organized and presented, then Mr. L may give Extra credit points (points at discretion of Mr. L)

Any other questions or concerns can be addressed to Mr. Lowber directly.