

Runbook Specifications (VE)

Each student will maintain a **Runbook/Notebook**. The Runbook must be brought to class each day. It will be collected **EACH** marking period in the week prior to the final grade. Additional “spot checks” will occur at the teacher’s discretion. The runbook is an integral part of your grade. In addition, students with well-organized and well maintained runbooks generally do better in all aspects of the course.

Cover, Supplies and Scoring Sheet AND Submission Date– 5%

The folder should be a hardcover 3-ring binder in good condition. The course name, and the student’s header information should be clearly displayed on the front cover. It is best to get a folder with a clear plastic insert on the cover, otherwise write this information clearly on a attached label or in a contrasting color.

Each notebook should have a place to store a pencil, pen, eraser and other supplies.

The scoring sheet should be in the inside front pocket of the notebook. **BE SURE to put the submission date in the box at the top of the scoring column.**

Table of Contents - 15%

Notebooks without a Table of Contents WILL NOT be graded. All pages must be numbered and listed in the Table of Contents. You should number and date your pages as you place them in the book. There will be a separate page for each of the five sections.

The following five sections are required and must be separated with labelled dividers.

1. Classroom Notes - 30%

There must be an entry for **EACH DAY** of class. Included in each entry should be the date, **homework assignment(s), and a description of the day’s activities**. If class consists of worksheets or computer work, use the note pages for your work. Classroom notes must be “setup” at the beginning of each marking period. Each page should have the date and the “day of the marking period” in the top, right corner clearly written in INK. No crossouts, whiteouts or erasures. **Organize them using the Cornell note-taking system**. Each page should have a DATE and the DAY NUMBER. Get DAY NUMBERS from the calendar. **Include “OH, YEAH” pages every Monday.**

2. Journal – 20%

There must be a half-page journal entry for **EACH DAY**. The journal should be a record of your thoughts, problems and/or ideas. There is a list of approved journal topics on the website. Topics can also be derived from the list of mathematical websites. Each page should have a DATE and the DAY NUMBER. Get DAY NUMBERS from the calendar. Remember, GOOD journals earn extra points, BAD journals must COVER the entire page, top to bottom, left to right. **JOURNALS must be in INK and be original work**. Journals will be submitted every Monday with the signed Parent Viewer.

3. Programs - 10%

Include a checklist of all programs completed in online systems. Program specifications and detail are available on a separate sheet. See the back of this sheet for a overview.

4. Classwork, Homework, Quizzes and Tests - 10%

This section should include all graded tests and quizzes and any work done in class. When you receive a graded assignment put the PAGE NUMBER and the date returned on the bottom right side of the first page. Record the assignment in the appropriate Table of Contents. **This number is the major cause of lowered grades. Do it CORRECTLY!**

5. Reference Sheets and Handouts - 10%

When receiving a reference sheet or handout, write a PAGE NUMBER and the date received on the bottom right corner of the first page. Enter this sheet in the Table of Contents

6. Overall Impression

The teacher may adjust the final grade here depending on the overall impression of the runbook.

Extra Credit

Include any extra credit assignments here. A good source of extra credit is well-written journals.