

Master Notebook Setup

-Using permanent markers, have students print their names (First and last) inside and outside of the notebook (no “nicknames” or slang terms, official names as it appears on their schedules only)

-Have students put their schedules in the first protector sheet

-Have students open the subject dividers and create a white tab insert for each divider (tabs are provided inside the packet)*

Build the tabs according to each student schedule (in the order that they have classes on their schedule).

ELA
Math
SS
Science
LOTE (Spanish, Latin or French)
Music
Tech, Art, HCS
ELA-X/Math-X
PE

-Distribute Agenda books to each student, have them put their name in ink on the first page “property of”...also have them put their name on additional pages throughout the log book

-Explain to the students the importance of this notebook and how it is their responsibility to have it everyday and every period

When lockers will be in use:

-Explain that notebooks will be picked up in the AM from lockers (if not brought home the night before), will be brought to lockers before lunch (notebooks are not allowed in café), they will then be picked up from lockers after lunch for afternoon classes.

Remind students to keep locker information separate from schedule (otherwise they may lock it by mistake in their locker)