

Spiral Notebook Guidelines

The spiral notebook will be used to help students record, organize, interact and process new information. It should be organized in this way:

1. The table of contents should be attached inside the front cover. Additional table of contents pages are available on the class website.
2. Student name and class period should be written on the first page. Number this page one. Page numbers should be placed in the upper outside corner.
3. Number the pages front and back.
4. Odd numbered pages are for reading and class notes. These should be dated, titled, and of high quality.
5. Even numbered pages will be used for a variety of in-class and homework activities. As spiral assignments are assigned, students should record the title of the assignment on the table of contents, the date it was assigned, and the page number where the assignment can be found. Each assignment will be worth approximately 20 points. After every 5 assignments, the spiral will be graded and will count as one classwork grade. Each assignment should be dated and titled.
6. Attach the Course Syllabus & Requirements handout to inside the back cover.
7. Students will be asked to attach handouts within the spiral. These should be securely glued, taped, or stapled and should not stick out from the bound pages of the spiral.
8. Points will be deducted if spiral pages are not numbered, the table of contents is missing or incomplete, assignments are not titled, notes are not dated, and handouts are not attached as instructed.

You can earn extra credit on the spiral grade in a number of ways:

- Create a colorful and fun cover that reflects the course content (this is only available during the first grading cycle).
- Personalize unit title pages with pictures, drawings, quotes, etc. that represent a theme of the unit. Must be neat and presentable.
- Complete unassigned “Extra Credit” spiral activities. Examples include:
 - Find a related magazine or newspaper article or political cartoon, attaching it in the spiral along with a three or four sentence summary of how the material being added relates to the unit.
 - Create original drawings or political cartoons along with a three or four sentence summary of how the material being added relates to the unit.
 - Create a graphic organizer, Venn diagram, pie chart, etc. of important information taken in the notes.
 - Write a personal reflection regarding the material being studied (e.g. The dropping of the atomic bomb was unnecessary because ...).
- The extra credit items should relate to the theme(s) of the unit.
- These activities should allow the student to interact with the notes taken in the spiral and should add to the notebook’s visual appearance. They should NOT clutter it.
- These activities should be completed on even numbered pages directly next to ***related notes***. They should be recorded on the table of contents and titled “Extra Credit: {Description of the Activity}”.
- Extra credit assignments are worth 5 points each. Students may complete up to four extra credit assignments at a time for a total of 20 points.