

## Successful Notebooks

To have a “perfect” notebook score for your cumulative portfolio notebooks each quarter you’ll need to:

1. **Restrict your turn-in notebook to *French only* no other classes.** You can bring a 3-prong folder to class with your worksheets and current classwork (smaller), but make sure you transfer and sort papers over to a full-sized binder at least once a week.
2. **Have only the following sections, tabbed and labelled.** Ask me for help if you can’t get dividers. **Do not** change section names in the notebook or I won’t score it at all. No kidding. The section labels are:
  - **Worksheets & Handouts**
  - **Vocabulary**
  - **Writing & Projects**
  - **Daily Work**
  - **DOL & Notes**
  - **Tests & Quizzes**
  - **Expectations**
3. **Save *all* returned work, stamped or scored in your notebook** (points). Notebooks are an “accumulated work” score; the more stamped/marked papers you have, the higher your score will be. It’s also self-protection against missing /incorrect grades, just bring me the real score to correct it. No paper; no evidence of work, and I can’t help you. Collect work from the return stacks at the whiteboard - weekly.
4. **Acceptable personalization:** Use colored paper unless I can’t read what’s on it, so avoid colors like deep purple or dark blue. Use colored duct tape, add pictures, poetry, art, stickers or fancy things, but don’t cover up your classwork. **Think:** Portfolios are classwork; remove very personal items before turn-in. Keep it school appropriate and avoid the banned list items. Dress up your stuff, just use your head and don’t break the school’s rules. **Don’t put work in pockets for checks; I won’t sort through it.**

**How to SORT YOUR PAPERS** in each section - *not pockets* - for the best points. I go through them page-by-page when grading so it needs to be there and in the right section. Here’s a guide for sorting & grading:

**Graded for each semester:** (work items you get rid of at the end of each semester - including DOL, but *only* DOL.)

- **Writing and Projects** Is work from the textbook - anything in dialogue format (ABA/ ABC - because it’s a written script), polls, charts, graphs, pictures, postcards, business cards, writing plan pages (idea maps), letters, tables, pamphlets, posters, math, translations, extra credit, research and paragraphs.
- **Daily Work** Is work from the textbook - all those **assignments that do not** fit under Writing & Projects or elsewhere (no databases here, please).

**Graded for the entire year:** (some will be kept throughout all your French classes)

- In **Handouts & Worksheets** you will only have Le Commencement (no staples!), Advanced Verbs (F2-F4) and other pages I specifically tell you to put there.
- In **Tests and Quizzes** please include all study guides, unit test writing samples, finals, written vocab tests, fluency and listening tests.
- In **DOL and Notes** - All DOL on paper not EdModo (DOL *only* can be removed at semester) and anything with 2-column notes such as videos. All of the Structural & Usage Databases from online, text, in class or on the board.
- In **Vocabulary** - Vocabulary Databases - the ones that are all vocabulary (basse de donné), vocab worksheet packets (the coloring pages), and any vocab building games/activities.
- In **Expectations** - the Syllabus & Expectations, Notebook portfolio requirements & Journal requirements and Database Categories Page go here.

**Notebooks are a cumulative work score.** What that means is that each assignment is supposed to be in the notebook for every quarterly check and counts toward your score. If the work isn’t there, you won’t pass.