**Organization**

* Student’s name is written in permanent marker on the inside front cover
* All materials are organized by date
  + The date of any handouts is the day the student received them
  + The date of bellwork, quizzes, notes, and tests is the day they happened in class
  + The date of graded homework and essays is the day they were due
* All materials are present (even if the student was absent when it was handed out or due)
* All materials are three-hole punched and clipped in to the rings
* All materials are in good condition, not being torn or folded

**Bellwork**

* Every day (even when absent)
* Dated on the right side at the top, “Day, DD/MM/YY”
* Titled “Bellwork” on the left side at the top
* Written in cursive
* The bellwork question was copied down
* At least one paragraph fully answering the question, making sure to explain who, what, why, when, where, and how

**Quizzes**

* Every time they happened in class (even when absent)
* Dated on the right side at the top, “Day, DD/MM/YY”
* Titled “Quiz” on the left side at the top
* Written in cursive
* The answers are numbered neatly in accordance with how the questions were called out

**Notes**

* Every day (even when absent)
* Dated on the right side at the top, “Day, DD/MM/YY”
* Titled “Notes” on the left side at the top
* Written in something like outline form
* Handwriting is neat throughout
* A comprehensive and accurate representation of the lecture, presentation, discussion, or activity