



2019 Notebook Policy

Corinda State High School
Exceed Your Expectations

RATIONALE

At Corinda State High School we value a high standard of student classwork. By developing a consistent set of expectations, students will develop continuity in their coursework, in both physical notebooks and digital. A neat, completed and well organised notebook is a valuable aspect of the teaching/learning process. It also reflects on the student's willingness to strive for excellence and will contribute to the 'effort' result on student reporting.

RESEARCH (BOCH AND PIOLAT, 2005)

- Recording notes in class is considered as 'Writing Across the Curriculum.'
- A complete and organised notebook helps students learn.
- A complete and organised notebook helps students learn to write.
- The purpose of a complete and organised notebook is for storing, learning and thinking about what is being taught.

AIMS

- Encourage students to take pride in their coursework.
- Foster students' organisational skills.
- Assist in developing positive work habits.
- 'Write to learn' and 'learn to write.'

IMPLEMENTATION

Notebooks

- A physical notebook / exercise book is required for each subject as per the current stationery list.
- Notebooks are to be well maintained and labelled with both name and subject.
- Multi subject exercise books are not allowed. This allows teachers to access student books, as appropriate.
- All work is to be neatly presented.
- Margins must be ruled and each page must include a date.
- All handouts / worksheets are to be secured in notebooks.
- Books must be presented to the teacher when requested.
- Books are to be free from graffiti, inappropriate drawings or expressions that are not relevant to the subject. Unsuitable bookwork may be required to be re-done in the students' own time.
- If a student or the notebook is absent from a lesson, the work must be transferred to the correct notebook.
- Books should be marked once per term by both student (self-evaluation) and the classroom teacher.

Electronic Devices

- Battery is to be fully charged for the beginning of each school day.
- Device is to be used for educational purposes only.
- All work must include a date.
- All student work is to be backed up to personal usb or external drive, not less than once per fortnight.
- At the direction of the subject teacher, students will be asked to complete and store all class notes to an appropriate online platform.

EVALUATION

This policy will be reviewed as part of the school's annual review cycle.