**QHHS AVID Binder Check Form**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students are responsible to take three pages of interactive notes, per week, in five academic subject classes. At least one of the pages per subject must be in Cornell format. Students will keep their notes organized in a binder, which will be checked on Fridays by the teacher and/or AVID tutors. Each full page of notes counts for 2 points. A fourth page may be used in each subject for 1 point of extra credit.

Organization is of the utmost importance! Students need to stay on track of their progress and upcoming assignments in all classes by making regular use of a planner or log. These will be checked for regular use and prioritization of responsibilities, noting multiple entries per day for their classes and extracurricular work/activities. Students should make an effort to sort their binders and check notes for completion prior to submitting. If notes are not secure and in order by subject, and the teacher or tutor cannot find those pages, students will not receive points for them. Any points lost for incomplete or missing pages of notes will not be recounted, though they may be used for the next binder check.

To be credited as a page of Cornell notes, the notes must **fill the page**; students must have the **date** in pen, an **essential question** (EQ) at the top, at least **3 questions** in the left margin, notes on the right, and a **2-3 sentence reflection**. The paper should not be folded more than 1/3 of the way from the left side of the page, and notes should appear professional, legible, and substantial. The backside of that paper can count as an extra page of notes, but only if it also meets the same requirements.

In lieu of Cornell formatted notes, students may complete a learning log (at least 1/2 page), or critical reading annotation notes on an article or handout for each day they do not have notes from class for that subject. These pages still need a **date, essential question, show inquiry (margin questions/comments), and a 2-3 sentence reflection**.

Date: Tutor initials:

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| **Subject** | Pg. 1 | Pg. 2 | Pg. 3 | E.C. | **Total** | **Organization** |
| English |  |  |  |  | /6 | Notes are in a binder, divided by subjects |  /5 |
| Math |  |  |  |  | /6 | Multiple planner/log entries per day |  /5 |
| Science |  |  |  |  | /6 |  |
| History/Elec. |  |  |  |  | /6 | Total | /40 |
| AVID/Elec. |  |  |  |  | /6 |  |

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