Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

Common Notebook and Routine reminders:

 ***N***eeds Improvement; ***S***ometimes; ***O***ften; ***U***sually; ***A***lways ***N:S:O:U:A***

1. I record all daily work in my agenda. Always take home / return it to school. ***N:S:O:U:A***
2. I store handouts in the appropriate duo-tang /folder. ***N:S:O:U:A***
3. I show all of my thinking (thoughts / calculations / explanation) ***N:S:O:U:A***
4. Where possible I use complete sentences (complete thoughts) ***N:S:O:U:A***
5. Neatness:
	1. I use a ruler. ***N:S:O:U:A***
	2. I double space. ***N:S:O:U:A***
	3. I use T.L.C. – care in completion / tender loving care. ***N:S:O:U:A***
	4. My notes are neater and easier to study from. ***N:S:O:U:A***
	5. I organize my work / thinking / time. ***N:S:O:U:A***
6. I use standard blue or black ink for reading and writing notes. ***N:S:O:U:A***
7. For math and for diagrams I use a pencil. ***N:S:O:U:A***
8. Where possible, I use cursive writing. ***N:S:O:U:A***
9. I make best use of class time. I avoid distractions. ***N:S:O:U:A***
10. I avoid “popcorn Comments”. I raise my hand to be heard. ***N:S:O:U:A***
11. I listen carefully when others’ are speaking. ***N:S:O:U:A***
12. I ask for clarification when I am unsure. ***N:S:O:U:A***
13. I review the questions / instructions before I begin. ***N:S:O:U:A***
14. I keep up with daily work. ***N:S:O:U:A***
15. I show respect for classroom and personal property. ***N:S:O:U:A***
16. I show respect for others (peers, teachers, supervisors, support staff) ***N:S:O:U:A***
17. I do my best. ***N:S:O:U:A***

Comments: Stars: (3 things I do well)

Steps: (for improvement)

1.

2.