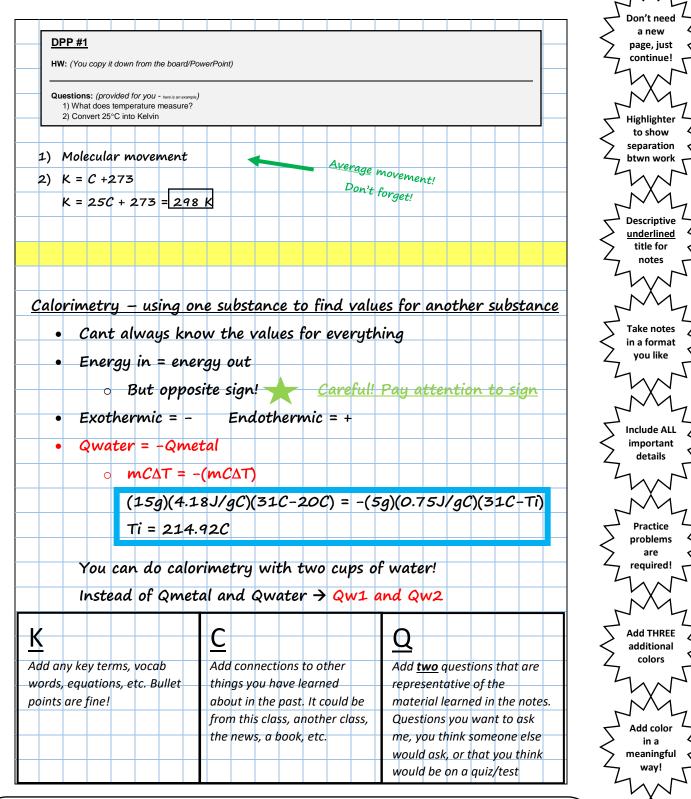
## **How to Set Up Your Notes**



- Notes are graded assignments.
- If you are absent you are required to make up the missed Notes.
- Your notes need to look readable to another person, and should not be cramped together. Use space!
- KCQ Boxes are required to be finished by the start of the next class period. All efforts will be made to post this on School Loop each day, but it is expected and required even if something happens and it is not posted. You now know it is a daily requirement!

**KCQ Boxes** 

at the end

of the set

of notes

- You are responsible for knowing, understanding, and following the formatting requirements.
- If you have questions about the formatting requirements it is your responsibility to ask.
- Notes should reflect effort, thought, detail, reflection, and should demonstrate processing and learning taking place.