

Memorandum

To: All Faculty and Staff
From: Dr. Matthew W. Ross, Superintendent
Date: August 1, 2018
Subject: Policy and Procedure Bulletin_Note-Taking Strategies

The intent of this memorandum is to provide guidance with regard to the requirement for the use of 2 - Column Notes, 3 - Column Notes, and Cornell Notes, as the primary note-taking templates.

Note taking provides students with direction, keeps them organized, and helps them keep up with their studies. Students that learn to take notes often do a better job of listening while in class. Such organized note-taking also make it easier for students to link the content to their tasks.

To assist students in the proper use and organization of the note, all classroom teachers shall:

- Provide direct instruction to students regarding when to use 2 - Column Notes, 3 - Column Notes, and Cornell Notes.
- Provide direct instruction to students regarding the proper arrangement of information (for example, what type of information goes on the left column, the middle column, and the right column), as well as organizing their notes aesthetically (for example, properly lining up information up between columns and writing information legibly).
- Require students to re-write their notes, if the notes are not properly arranged and/or aesthetically organized.
- Schedule time thought the day, week, and month for students to organize their organizational binders / folders, if needed.
- Schedule time at the end of each block of instruction for students to place their notes in the appropriate place in their organizational binders / folders.
- Schedule time thought the day, week, and month for students to review and organize their notes, if needed.
- Model proper use and organization of notes during instruction so that students don't miss critical information and have an opportunity to see what "what right looks like."
- Maintain a copy of all notes so that if a student is absent, they can get a copy of what they missed. This is also a good opportunity to engage the student in the missed content, and practice taking notes, by having them re-write those notes.
- Schedule time at the end of each block of instruction for students to place their materials in the appropriate place in their organizational binders / folders.
- Schedule time thought the day, week, and month for students to organize their organizational binders / folders, if needed.
- Schedule time for reinforcement instruction regarding the proper use, arrangement, and organization of the notes, and as needed.

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.

VINELAND SCHOOL DISTRICT

2- COLUMN NOTES

Name _____

Subject _____

Date _____

TOPIC:

VINELAND SCHOOL DISTRICT

2- COLUMN NOTES

Name _____

Subject _____

Date _____

TOPIC:

VINELAND SCHOOL DISTRICT

3- COLUMN NOTES

Name _____

Subject _____

Date _____

TOPIC:

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VINELAND SCHOOL DISTRICT

CORNELL NOTES

Name _____

Subject _____

Date _____

TOPIC:

Summary