

Notebook Guidelines

1. Every student needs to keep a notebook for class. It will be graded at the end of every quarter. Once that term's notebook is graded, it will not be graded again. I highly recommend that you keep your notes, tests, and quizzes throughout the year to review and study for future assignments.
2. You will need 1, 2" 3-ring binder with 3 assigned dividers, and plenty of white lined paper.
3. **Label the dividers as follows:**
 - i. NOTES
 - ii. HOMEWORK
 - iii. TESTS AND QUIZZES

The dividers can be in any order.

4. Class notes may be done **in pencil or pen**. Homework will be in **pencil**.
5. All notes must be in chronological order **DATED IN TOP RIGHT CORNER**, from oldest to newest.
6. If your notes have no dates you will have zero points.
7. All papers must be hole punched, and in the correct spot in the notebook.
8. If you are absent you should make up the notes immediately. No printed or photocopied notes. Ask at least 2 or 3 classmates for the notes. If the notes are not there when I check your notebook grade will lose 10 points.