Notebook Guidelines

1. It is your responsibility to have your notebook in class every day!
2. Since we are only using a classroom set of textbooks, your notebook is vital to your success in this class!
3. The syllabus/accountability should be the first thing in your notebook.
4. The second page should be the Table of Contents.
5. Clearly label your notebook with your name, period, and subject on the cover.
6. DO NOT shove handouts or worksheets into the pockets. Everything should taped or glued to a page.
7. DO NOT tear paper out of your notebook unless I instruct you to do so.
8. Everything that goes into your notebook will be included in your table of contents.
9. Each page should be numbered and titled.
10. I will keep a notebook for you to use as an example. Anytime you’re absent or your notebook is out of order, check the example notebook!
11. If you’re absent, check the absent folders for any handouts or worksheets you may need for your notebook.
12. Keep your notebook organized and up to date. Don’t get behind!
13. Expect random notebook quizzes and checks.
14. Each 9 weeks we will have a notebook test.
15. Sometimes I will allow you to use your notebook during a test or quiz.
16. Do not throw anything away unless I tell you to.
17. Label your bell ringers with the date. Keep them in order.

Other Important Notes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_