

**This should be the first page in your notebook.**

**Sections**

You must have dividers that separate these 5 sections clearly. The sections should be in chronological order (the earliest ***date*** should be first) and must include:

1. *Warm Ups* – You do not need to start a new page every day, but each **date** must be clearly labeled.
2. *Notes* – These pages must be complete to receive credit.
3. *In-Class Assignments* – This section includes any activities, handouts, and projects that we do **during** class.
4. *Homework* – This section should begin with the **Rules and Procedures**. Each assignment should be titled with the **page number and problem numbers**.
5. *Assessments* – This section includes all **quizzes and tests**. **Progress Reports** should go here.

**Grade**

Your notebook is 10% of your final grade. Your grade on your notebook will consist of three parts:

- \_\_\_\_\_ (5pts.) ~ *Organization* – Your notebook book should be in the order as stated above and easy to navigate.
- \_\_\_\_\_ (3pts.) ~ *Completeness* – You should have all assignments, handouts, assessments, homework, notes and warm ups in your notebook.
- \_\_\_\_\_ (2pts.) ~ *Neatness* - Your notebook should be easy to read and papers should be neatly in the binder.
- \_\_\_\_\_ = TOTAL

**Collection Times**

The notebook will be collected at each midterm and at the end of each quarter. I suggest that you do not keep anything else related to other subjects in this binder.

This notebook will be collected on \_\_\_\_\_ **!!!!**

\*\*\*If you need help getting the materials for your notebook or setting it up, PLEASE see Mrs. Massie in room 232!\*\*\*