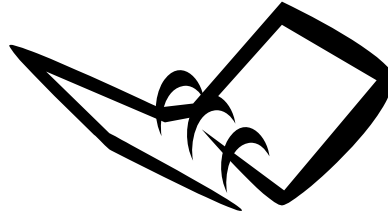


# NOTEBOOK GUIDELINES



1. Please write your first name, last name, and the date on all your work.
2. All final copies should be legible and complete.
3. It is recommended that all work be kept in a three-ring binder.
4. Please use reinforcements on your pages as needed.
5. Each time a paper is handed out of any kind, simply place it in your notebook in the order in which you received it.
6. It is your responsibility to replace any lost papers since everyone will receive only one copy from the teacher.

**YOUR NOTEBOOK IS A TOOL TO HELP YOU KEEP YOUR WORK ORGANIZED. YOU ARE EXPECTED TO KEEP THE NOTEBOOK IN ORDER. INFORMAL NOTEBOOK CHECKS WILL OCCUR THROUGHOUT THE TERM. THERE WILL BE A FORMAL NOTEBOOK CHECK (IN THE FORM OF AN OPEN-NOTEBOOK QUIZ) BEFORE THE END OF EACH TERM. THE GRADE YOU RECEIVE FOR YOUR NOTEBOOK IS PART OF YOUR OVERALL GRADE. AN ORGANIZED NOTEBOOK WILL BE KEPT IN THE CLASSROOM AS A GUIDE/REFERENCE.**