**The following items need to be brought to class EVERY DAY!**

* One-subject or a 3-ring binder notebook with a decorated cover (INTB).
* glue stick (“some” may be provided in class)
* colored pencils and/or markers
* pens AND pencils
* completed homework
* **positive attitude and behavior and smile**

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**Algebra Notebook Guidelines**

* **Do not** create new assignments in your notebook until instructed to by your teacher.
* Every assignment should be numbered in the top, outside corner to help you stay organized.
* This worksheet will be glued or taped on the very first page of your notebook (assignment #1)
* **Never** tear any paper out of your notebook. **You will run out of room by the end of the year!**
* **Never** use your notebook for another class. **You will run out of room by the end of the year!**
* Each **completed** notebook assignment will be worth a certain number of points in each notebook check.
* **Each assignment will contain a big, bold, neat title at the top according to the table of contents.**
* Your notebook will be graded 2 to 3 times per quarter.
* All notebooks will be physically graded using a notebook rubric. This rubric must be glued as a certain assignment and be signed by parents/guardians.
* **Each notebook check ALWAYS starts from the previous notebook check to check for parent signature.**
* Assignments can be glued or taped NEATLY in many different ways, allowing you to see both sides of a worksheet, write under a worksheet, or cover up a mistake. **All worksheets must be glued or taped NEATLY inside of your notebook to receive credit.**
* **NEVER USE STAPLES OR PAPER CLIPS!!!** **Points will be deducted if staples or paper clips are used and if papers are sticking out or loose. This will cause your notebook to fall apart!**
* Each new **UNIT** will begin with a unit cover page and must contain a **big, bold unit title**.
* A running list of assignments is always kept up-to-date in your agenda and on Weebly.
* **You are responsible for all pages missed due to absences by the time notebooks are checked. There should NEVER be a blank assignment.**
* Your pages must be in the correct order.
* Randomly selected assignments will be **graded.** Late daily grades count as 50% on your progress reports and incomplete assignments are worth zero until they are completed.
* **ALWAYS** make corrections to your work while it is being reviewed so that you will be studying the right answers for quizzes and tests.
* Take notes and complete your work neatly and in an organized fashion.
* **KEEP UP WITH YOUR WORK AS IT IS ASSIGNED! FALLING BEHIND IN THE NOTEBOOK CAN BE VERY OVERWHELMING!**
* The appearance of your notebook is reflective in your effort, attitude, and achievement.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_