

How to Arrange Your Notebook (as of 8/18/17)

There are 6 sections. Label your dividers with the short descriptions given immediately after each number below that is bolded and underlined.

The notebook Cover Sheet must be placed on the front of your 3-ring binder, hopefully in a clear cello pocket. [notebook cover template](#) Each time notebook is graded this template is 5 points.

1. **HW/CW** (label for tab) - Homework & Classwork – in order from oldest in front, to newest in back. Anything that is done for a grade, or notes that are taken.
2. **Whiteboards** (label for tab) – in order from oldest in front, to newest in back. Otherwise, same requirements as before. Each whiteboard is worth 1 point at grading time.
3. **Journals** (label for tab) – in order from oldest in front, to newest in back. Each journal is worth 1 point at grading time. If you have even one “bad journal”, all points for all journals will be taken away.
4. **Labs** (label for tab) – All papers relating to labs will be here
5. **MISC** (label for tab) – miscellaneous, including charts, tables, and special papers that are used for several chapters of the book and will be referenced frequently. Otherwise, same requirements as before.
6. **Rules/Cont** (label for tab) – Rules and contracts will start with this sheet (How to Arrange Your Notebook) followed by Course Requirements, Student Safety Contract, and finally Acceptable Use. The tear-off on each of these contracts is worth 5 points. Each time notebooks are graded 1 point will be taken away for each one of these that is missing. Below are hotlinks for each of the contracts you will be required to have signed by your parents. Each parent signature page is worth 5 points in your grades.

[Course Requirements - PDF](#) or [HTML](#)

[Student Safety Contract - PDF](#) or [HTML](#)

[Acceptable Use of Computers - PDF](#) or [HTML](#)