

Algebra II

Notebook/Folder Requirements

A notebook/folder will be required for this course! Your Algebra II folder will be taken up _____ unless otherwise instructed by the teacher. The folder is due on the due date even if the student is absent the day before folders are due. _____ will **NOT** be accepted. Folders will be due at the _____ of the class period on the due date; no time will be given to complete the folder on the due date.

Below is a list of the requirements for your folder. You are responsible for keeping your notebook complete and up-to-date.

Requirements

1. Each student should purchase 7-8 **folders**; one folder will be used for each unit. The folders should be the type in which papers can be _____; the folders should also have _____. Please do not use a 3-ring binder rather than folders. A significant number of points will be deducted from the notebook/folder grade for each unit in which a 3-ring binder is turned in.
2. The only things that should be written on the outside of the folders are
 - A. _____
 - B. _____
 - C. _____
 - D. _____
3. _____ should be included in the folder! **This includes all homework papers, notes, group papers, quizzes, and anything else that we do in this class!** If you are absent, you are responsible for completing **all** notes and assignments for the day(s) of your absence.
4. All papers should be arranged in the folders in order by _____.
5. It is your responsibility to keep up with all handouts, assignments, etc. If a worksheet is lost, you will not be given another one; and photocopied worksheets _____.
6. Some papers will be designated as “pocket papers.” These papers should be kept in the _____ pocket of the folder, and they should always be kept in the pocket of the folder of the _____ unit.
7. Unless a paper has been designated as a “pocket paper,” it should be _____ in the folder. When the folder is turned in, no credit will be given for papers that are not attached.

8. Other than “pocket papers,” _____ should be in the front pocket of your folder when it is turned in.
9. The following papers are “pocket papers;” more will be added later.
- A. _____
 - B. _____
 - C. _____
 - D. _____
10. All papers should be labeled with the correct _____ **AND** a descriptive _____.
- _____ will be given for papers that are not properly labeled.
11. No credit will be given for assignments that are written in _____; _____ may be written in ink.
12. Folders will be graded on _____, _____, and _____.