**Notebook Instructions**

Your math notebook is intended to serve as a reference for you all year long. The Eureka Math Squared curriculum is split amongst 6 textbooks. Unless you plan to carry all six with you each day, the only place you have to reference previous lessons is in your notebook. Therefore, it is necessary to keep it neat, in order, and easy to use. To help you with this, there are certain things that should and should not be done in your notebook.

You must:

1. Have a spiral that is the correct size.
   1. If your spiral is too small, you will have to trim and paste at home, not during class time.
   2. You are still responsible for taking notes during class.
2. Keep all pages in the spiral.
3. All papers need to fit within the edges of the spiral page. If a page goes over the edge, you need
4. Glue the edges and the center of each paper you paste in and re-glue them as needed.
5. Number and date all pages in the upper outside corner.
6. If you need more pages than I use in class for notes or work, do not number the next page unless instructed to do so.
7. Label the top of each page with its topic.
8. Keep an accurate table of contents that is up to date and in order.
9. Complete your notes as shown in class. This includes highlighting, circling, copying examples, etc.
10. If you miss class, it is your responsibility to keep up with your notebook.
    1. Look in the absent bin for any papers that were handed out in class.
    2. Borrow a classmate’s notebook or make arrangements to come in and copy from my notebook.
    3. If you are absent for a length of time, make arrangements with me to get you some photocopies.
11. You may color your notes, but make sure it doesn’t impede reading the notes.

Please **DO NOT**:

1. **DO NOT** … tear out any pages.
2. **DO NOT** … paste in papers that are folded in half.
3. **DO NOT** … paste other subjects into your notebook.
4. **DO NOT** … keep loose papers in your notebook.
5. **DO NOT** … doodle in your notebook unless instructed to.

Suggestions:

1. Write your access information in the front of your notebook.
2. Write your name and period in a few different places in your notebook.
3. Use sticky notes if you run out of space but want to keep a problem together.
4. Highlight the top of the pages that are most important to you.
5. Make arrangements to come in and use my notebook to update yours.
6. You may take notes and copy examples in pen, but all independently shown work must be in pencil
7. Use your notes often.
8. When using your notes on your assessment reviews, be sure to mark topics you were unsure about. Use sticky notes to mark the pages with the topic it is about. I will show you how to do this. It is a great tool for studying for your assessments.

Feel free to decorate the front of your notebook with stickers or permanent markers. However, it must be school appropriate and be permanent. DO NOT use dry erase markers.