

ORGANIZATION

- All papers should be in the appropriate folders.
- It should be easy to find papers in your desk.

RESPONSIBILITY

- Turn in COMPLETED homework and in-class assignments ON TIME.
- Fill out assignment notebook completely. Bring to class each day, and home every afternoon.
- Return all papers/forms needing parent signatures ON TIME.

FOLLOWING DIRECTIONS

- Your first name and date should be on every paper, along with the correct heading.
- When required, work is completed in cursive.
- When turning in papers, read the directions CAREFULLY.
- Always CHECK YOUR WORK.
- LISTEN carefully to directions given orally.

NEATNESS

- Assignments should be done neatly.
- No scribbles or doodles on papers you're turning in.
- Work for math assignments is done on a separate piece of paper and attached to the assignment, or is done on the back of the assignment.

***NOTE: You did not complete the item(s) checked off satisfactorily.
Please redo the necessary portion(s) of your assignment.***