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.