

Quality Work: Grades 3-8

As a student at St. Ann School you are responsible for always putting forth your best effort in and out of school. Turning in quality work, every time, is part of being a responsible student.

All work turned in for a grade (such as homework, reports, projects, worksheets, presentations, quizzes and tests) should be completed using the following quality work guidelines:

- ~ Incomplete work will be returned and must be completed the following school day in order to receive any credit (90% credit for 3rd-4th grades and 50% credit for 5th-8th grades). Work not returned the following day will receive a 0%.
- ~ Write in your best cursive.
- ~ Write in complete sentences restating the question.
- ~ Put a complete name and heading on all your work, as illustrated in the classroom and found on the bottom of this page.
- ~ If you make a mistake, neatly, completely erase.
- ~ Observe proper spacing, including margins, and do not write where there are no lines.
- ~ Only use clean paper without wrinkles, tears, spiral binding edges (“fuzzies”), or creases.
- ~ Always edit to make sure that you used correct spelling and grammar.
- ~ Always use grade appropriate vocabulary.
- ~ Always double check your work before turning it in.

If student work does not meet these criteria, the work will be returned and must be completed correctly and turned in by the next day. 10% of the grade will be deducted for all returned work. If work is not completed the next day, a 0% will be received.

Name #	Date
● Subject	Assignment
Skip line before beginning work.	

