

# SIXTH GRADE PROCEDURES

## WORK AREA:

- Backpacks stay outside on the hooks
- All books must fit in your desk; nothing on the floor
- Pencil boxes must fit in your desk.
- Water bottles remain in your backpack not on your desk top
- Personal supplies must be at school every day
- Papers are filed in the correct section of your notebook
- Chairs are placed on top of your desk when you are excused

## WORK APPEARANCE:

- All work completed on notebook paper must be on the front side (holes to your left).
- You must use binder paper and not paper torn from a spiral notebook. Your paper may not be ripped or torn.
- Do not draw on/in your papers, notebooks, folders, portfolios, journals, book covers, desk tops, text books, or yourself
- Papers must include a first and a last name
- Papers must be correctly headed with your first/last name on the top line left-hand side. The date is on the top line right-hand side. The assignment's title is below your name.
- Do not write in highlighter
- Final copies must be in ink
- Printing or cursive – student's choice
- Text books must stay covered for the entire school year

## CORRECTING PROCEDURES:

- Place an "X" on the item number if it is wrong; do nothing if it is correct.
- Do not correct in highlighter
- Correct in a different colored pen or pencil
- Do not write a grade on the paper
- Do not draw on the paper
- Score the paper by counting the number wrong and writing that number over the number possible as a ratio. Write minus zero over the number possible if the paper has no errors.