

St. Joseph School
Standards for Written Work
Grades 4-8

Headings

LOOSELEAF

When work is done on looseleaf, a standard “SJS Heading” is to be used. Students should be actively taught to respect the margins, especially the top and left hand side. Beginning on the first FULL line, leaving the top margin entirely empty, a complete heading is written on the left hand side, along the red margin line:

Full name
Date
Subject—Class
Assignment

The student’s number is then to be handwritten in the upper right hand corner of the margin by hand.

Examples:

Suzy Smith		Billy Jones
September 17, 2015	OR	April 26, 2016
English –7R		Math—6W
page 354, ex. A		page 209, #5-21

TYPED

When work is typed at home or in the computer lab, the same heading is to be used, with a top margin of 1 inch. Students may add their number by hand after printing, if required by the teacher.

WORKSHEETS/HANDOUTS

When the assignment is a worksheet or handout, the subject and assignment are no longer necessary. The standard heading becomes just full name, date and number across the top of the paper:

Billy Jones March 11, 2016 #16

OR

Suzy Smith October 2, 2015 #28

Typed Work

When work is to be typed, it must be in black ink, TimesNewRoman size 12 font. It should be double-spaced, with default margins of 1” on top and bottom, and 1.25” on the sides. Clip Art or WordArt may be added, as directed by the teacher. The students will be taught to space one time after a period, as is currently accepted by MLS standards.