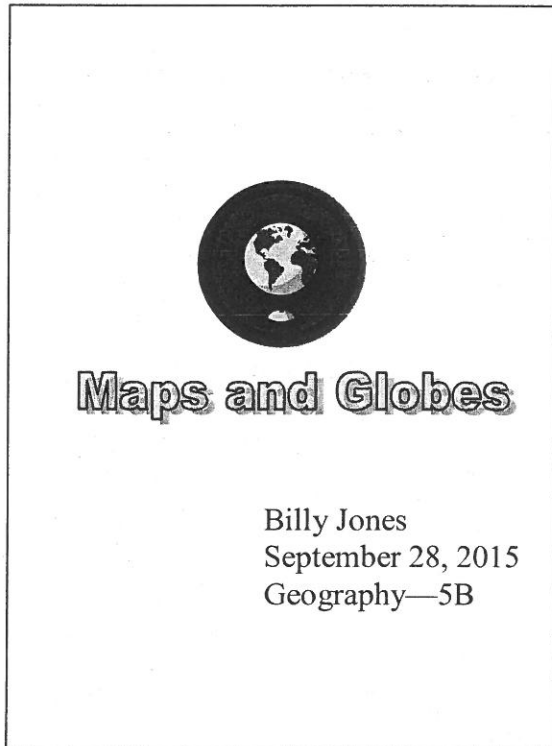


Reports

Student reports or typed projects should be accompanied by a cover sheet. The standard established for cover sheets is to have the title and any cover art or clip art centered on the page, with the student's full name, date, subject and class in the lower right hand corner.

Example:



Writing

All work submitted to a teacher for grading must be done in cursive. Teachers will work with students entering from another school system who do not yet know cursive and with students who have specific motor skills issues that prevent them from following this standard. Students are to write in black ink for most subjects. Exceptions include Math, Library, Music, and any subject specifically designated by individual teachers.

Notebooks

Teachers establish the style of notebook required during the Spring of the previous year in time for the annual school supply drive. Most teachers use color-coded marble notebooks or three-ring binders with dividers. Spiral notebooks are not to be used, nor is paper torn from a spiral notebook.

In notebooks, students are required to write in black ink, as well. Highlighters, red ink, and Post-Its may be used to help emphasize or organize concepts.