Your Name/Teacher's Name

Subject

Specific Assignment

Date

**Procedure for Writing a Heading on Your Assignment**

* Upper left-hand corner or your assignment or paper:

**Procedure for Doing Your Best Work**

* Meet the 3C's

 Correct

 Complete

 Comprehensive

**Remember to...**

* Holes should be on the left side of your paper.
* Use standard size paper, right-side up.
* Write within margins.
* Hand in the whole sheet of paper.
* Turn all assignments in on time.
* Put all assignments in their correct folders or homework box.
* Use only pencil on math assignments.
* Use a dark, readable color when using pen on assignments other than math.
* **TAKE PRIDE IN YOUR WORK** :)

**To Be Successful in Sixth Grade**

* Complete all assignments
* Homework and daily work is worth 1 point when completed and represents 20% of your grade in the class.
* Assessments will be worth a greater number of points and will represent 80% of your grade in the class.