

ST. FRANCIS OF ASSISI PARISH SCHOOL WRITING STANDARDS

For
Grades 3 – 5

Each student is expected to meet the following criteria for writing. These standards apply to *all* assignments completed by students in grades 3 – 5.

Students will use the following heading for all assignments:

○		# _____
	FULL NAME	FULL DATE
	SUBJECT	GRADE
	ASSIGNMENT	
	SKIP THIS LINE...	
	BEGIN ASSIGNMENT ON THIS LINE	

Handwritten Assignments:

1. Use the front side of the paper with the holes on the left side.
2. Write in **cursive** for all work except math.
3. Use ballpoint pens with black or blue ink. (no gel pens, please)
4. Pencil is used for math, note taking, and first drafts of essays.
5. Place a parenthesis around an error (never line out or scribble over an error).
6. Number consecutive pages with last name (example: Smith, 2)...**top**, right side margin
7. Provide a word count for *all* essays and reports on the last page, **bottom**, right side margin.
8. Staple all pages together, top left corner, unless directed otherwise.
9. Whiteout or similar products are *not* allowed.

Computer/Typed:

1. Print on one side of the paper.
2. Double space all work.
3. Set all margins at 1 inch.
4. Use a standard font such as Times, Arial, Tahoma, or Comic Sans...size 12.
5. Number consecutive pages with last name (example: Smith, 2)...**top**, right side margin
6. Provide a word count for *all* essays and reports on the last page, **bottom**, right side margin.
7. Staple all pages together, top left corner, unless directed otherwise.
8. Whiteout or similar products are *not* allowed.
9. Hint: All typed essays/reports should be saved on the computer until the end of the year.

Mechanics:

1. Turn in a neat, tidy paper, free of smudges, wrinkles, or tears.
2. Use standard cursive which is neat and legible.
3. Always proofread all work for spelling, punctuation, and correct grammar usage.
4. If using the computer, always check work with the spell check feature!
5. Whiteout, Rubber Cement or similar products are *not* allowed.
6. Use quotations when words are “borrowed” from another source.
7. Include a works cited page with MLA format when words are quoted in research papers and/or reports.
8. Include a bibliography with MLA format citing the resources used in research papers and/or reports.