

HOW TO SET UP YOUR DAILY WORK PAPERS:

1. WRITE YOUR NAME AND PERIOD # IN THE TOP LEFT HAND CORNER OF THE PAPER.
2. WRITE YOUR ROW # IN THE TOP RIGHT HAND CORNER
3. ON THE TOP MOST LINE, WRITE THE DW # AND THE ENTIRE ASSIGNMENT (IF IT IS A WORKSHEET, TELL WHAT SECTION)
4. SKIP A LINE
5. WRITE THE ORIGINAL PROBLEM (UNLESS I TELL YOU OTHERWISE)- SHOW ALL WORK. CIRCLE OR BOX YOUR ANSWER.
6. SKIP A LINE BETWEEN THE END OF ONE PROBLEM AND THE BEGINNING OF THE NEXT ONE.
7. WORK DOWN THE PAGE
8. IF GIVEN MY PERMISSION, YOU MAY DOUBLE COLUMN (FOLD YOUR PAPER IN HALF LENGTHWISE)
9. YOU MAY WRITE IN THE MARGINS
10. YOU MAY WRITE ON THE BACK OF THE PAPER
11. YOU MAY NOT HAVE “RUFFLES” DOWN THE SIDE FROM TEARING IT OUT OF A SPIRAL. (USE THE SCISSORS IN THE CUP BY THE BASKET TO CUT THEM OFF)
12. ALL DAILY WORK MUST BE DONE IN PENCIL
13. ANY DEVIATIONS FROM THESE OR ANY OTHER INSTRUCTIONS STATED AT ASSIGNMENT TIME WILL RESULT IN POINTS OFF THE EARNED GRADE
14. DAILY WORK IS DUE IN THE BASKET BEFORE THE TARDY BELL RINGS!!