

High-Five Quality Work Basics

This year Steiner Ranch Elementary has introduced the "High Five Quality Work Basics." These guidelines are an extension of hallway, restroom and assembly basics that were introduced at Steiner last year.

In some classrooms the High Five graphic is displayed on students' desks so that students can touch each of the five fingers and check that all guidelines have been met before turning in their work. Applying each of the five guidelines will improve student work habits, produce better quality work and help develop self-responsibility. Parents, please have your children follow these guidelines when working at home.

1. (Red) Is my heading correct?

Follow your teacher's requirements. Check to make sure your name and the date are included.

2. (Yellow) Did I follow directions?

If the directions are written be sure to read them more than once. Underline key words to make sure you understand and ask questions before you begin the assignment.

3. (Green) Did I use correct capitalization, punctuation and spelling?

Remember that complete sentences always begin with a capital letter and have ending punctuation. Core spelling words or words from your spelling list should be spelled correctly. Other words should be sounded out and spelled phonetically.

*Projects prepared at home for public display should be checked for spelling errors electronically, in a dictionary, by an adult or a trusted peer.

4. (Blue) Does it show my personal best - neat, organized, good handwriting?

Follow the model your teacher has shown you for all subject areas.

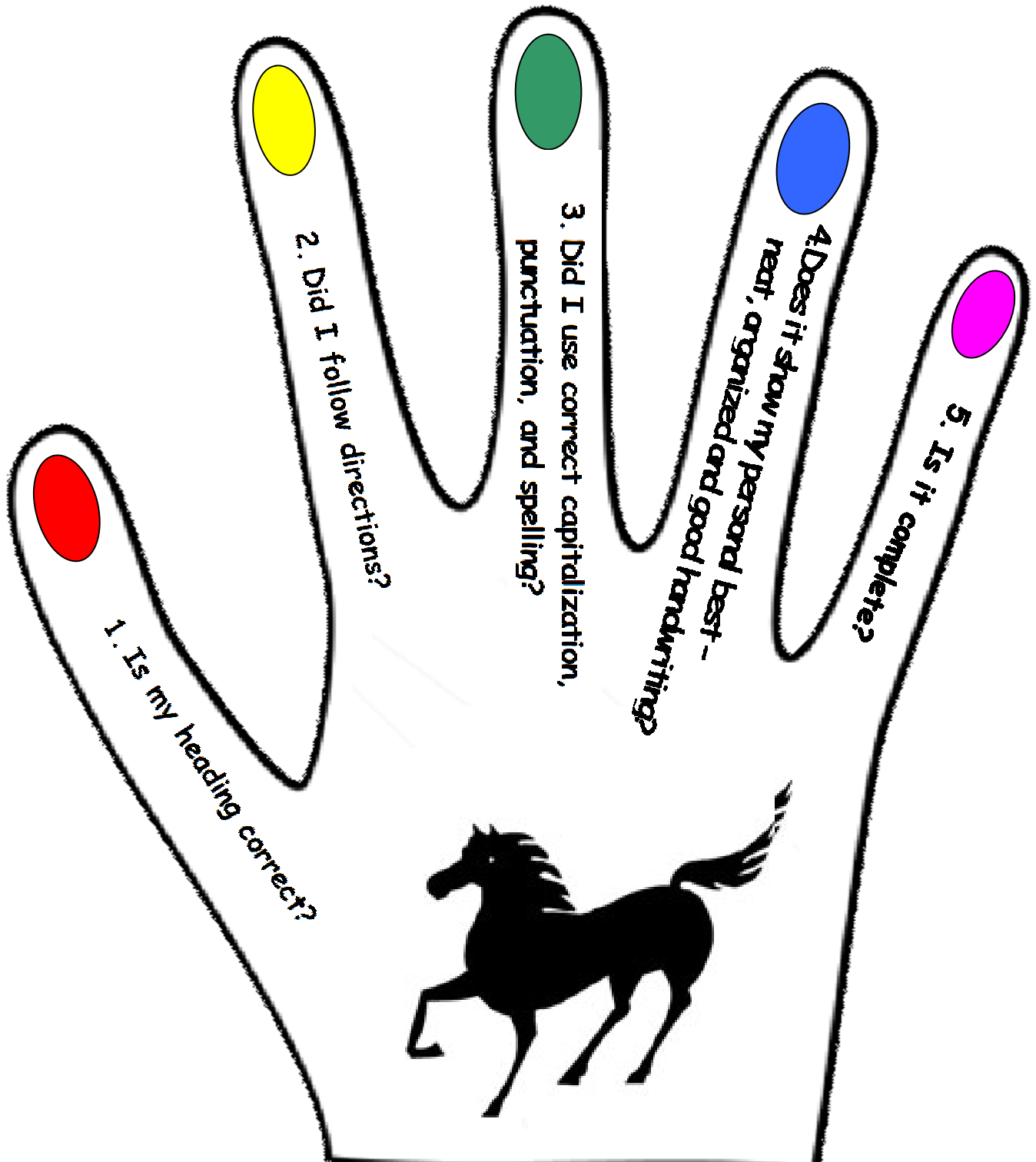
5. (Pink) Is it complete?

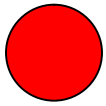
Go back and make sure

- you followed all directions - written or verbal
- you thoroughly answered every question or completed each problem
- your answers are correct, complete and accurate.

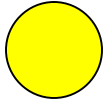
Follow the High-Five! Do your best!

High-Five Quality Work Basics

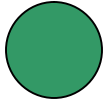




1. Is my heading correct?



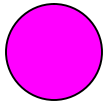
2. Did I follow directions?



**3. Did I use correct capitalization,
punctuation, and spelling?**



**4. Does it show my personal best -
neat, organized and good handwriting?**



5. Is it complete?