



Government of South Australia

Department for Education and  
Child Development



NAME OF POLICY	BOOK STANDARDS POLICY
RATIONALE	This policy outlines for staff and students our student work book expectations. Clear guidelines for student work books have been set and will be explicitly taught to students at the beginning of each year.
PUBLICATION DATE	JULY 2015
REVIEW DATE	JULY 2017
RELATED POLICY	N/A

## **BOOK STANDARDS POLICY**

- Pages are not to be ripped out of books.
- No writing or drawing on or in books.
- Mistakes should be neatly ruled through or erased.
- Books are not to be rolled up; folded back or dog-eared.
- No texta or wax crayon is to be used in books (unless on sheets to be glued in).
- All lines should be ruled and completed work to be ruled off.
- Rulers are to be used by students from Years 1-7.
- Margins should be a line across the top of the page with a standard ruler width down the side.
- Maths books to be ruled up in two columns with a line down the centre of the page.
- Headings and dates, in the *dd/mm/yy* format, need to be put on all pages.
- Use consecutive pages.
- Handwriting lessons will be planned as part of the curriculum and focussed on skill development appropriate for each year level.
- Worksheets to be neatly glued into books and cut to the correct size to avoid overhang.
- Only lead pencil or blue biro to be used when writing.

### **Consequences**

Students who do not comply with the Book Standards Policy may be required to:

- Re-submit work using the correct standards.
- Repair damaged/vandalised books.
- Replace damaged/vandalised books, rulers etc