

	<b>PHOTOS</b>		
	<b>0</b>	<b>1</b>	
<b>EMAIL FORMAT</b>	The email subject is incorrectly ordered or lacks information.	The email subject is listed in the following order: School Division Month Photos.	
<b>CONTENT</b>	There is insufficient information below each picture to meet the criteria stated in the box on the right.	Below each picture, you must include: photographer name(s), a brief description of activity for each photo in one or more complete sentences, and names of people in photos with 4 or fewer people.	
<b>SUBMISSION</b>	The pictures are NOT submitted in a Word document (including Google docs) OR pictures are submitted separately.	All pictures are submitted in ONE Word Document.	
<b>SUBMISSION MAXIMUM OF 10 PHOTOS PER DOCUMENT PER MONTH</b>			
THE MAXIMUM POINTS FOR PHOTO SUBMISSIONS IS 3 POINTS.			
LATE PENALTY: I will not grade late photo submissions.			
EACH PHOTO THAT IS FEATURED IN THE TEX-O-KEY WILL RECEIVE 1 POINT.			