

Reporting Standards	Exceeds Expectations	Meets Expectations	Approaching Expectations	Does not Meet Expectations
<b>Be Ready</b>	<b>EE</b>	<b>ME</b>	<b>AE</b>	<b>DE</b>
I am prepared for the work day and am ready to put forth my best effort.	<ul style="list-style-type: none"> <li>I always have the necessary materials.</li> <li>I put forth my best effort each day and challenge myself to grow.</li> </ul>	<ul style="list-style-type: none"> <li>I have all the necessary materials.</li> <li>I put forth my best effort each day.</li> </ul>	<ul style="list-style-type: none"> <li>I find materials with reminders.</li> <li>I put forth my best effort with minimal prompting.</li> </ul>	<ul style="list-style-type: none"> <li>I am missing necessary materials with no attempt to find or retrieve them.</li> <li>I need constant reminders to put forth effort.</li> </ul>
<b>Be Responsible</b>	<b>EE</b>	<b>ME</b>	<b>AE</b>	<b>DE</b>
I complete work in a timely manner.	<ul style="list-style-type: none"> <li>I always finish my work early or on time.</li> </ul>	<ul style="list-style-type: none"> <li>I consistently finish my work on time.</li> </ul>	<ul style="list-style-type: none"> <li>I have occasional missing or late work that I complete with reminders.</li> </ul>	<ul style="list-style-type: none"> <li>I have missing or late work that impacts my learning.</li> </ul>
I observe workplace expectations and procedures.	<ul style="list-style-type: none"> <li>I begin work without being prompted.</li> <li>I use my time efficiently.</li> <li>I model appropriate positive behaviors for my peers.</li> </ul>	<ul style="list-style-type: none"> <li>I follow directions the first time they are given.</li> <li>I use my time as expected.</li> <li>I accept responsibility for my actions and learn from them.</li> </ul>	<ul style="list-style-type: none"> <li>I follow directions with reminders.</li> <li>I need reminders to use time as expected.</li> <li>I accept responsibility for my actions.</li> </ul>	<ul style="list-style-type: none"> <li>I need many reminders to follow directions.</li> <li>I waste my time.</li> <li>I do not accept responsibility for my actions.</li> </ul>
<b>Be Respectful</b>	<b>EE</b>	<b>ME</b>	<b>AE</b>	<b>DE</b>
I am mindful of the thoughts and feelings of others.	<ul style="list-style-type: none"> <li>I think about how someone might feel before I do or say something to them.</li> <li>When I make a mistake, I admit it and fix it.</li> <li>I stand up for others who are mistreated.</li> <li>I don't share private information with others.</li> <li>I am polite by calling people by their name or title.</li> <li>I greet people when I meet them.</li> </ul>	<ul style="list-style-type: none"> <li>I think about how my actions have affected others.</li> <li>When I make a mistake, I admit it and try to fix it.</li> <li>I don't share private information with others.</li> <li>I am polite by calling people by their name or title.</li> <li>I greet people when I meet them.</li> </ul>	<ul style="list-style-type: none"> <li>When reminded, I think about how my actions have affected others.</li> <li>I am sometimes polite by calling people by their name or title.</li> <li>I greet people when they greet me.</li> </ul>	<ul style="list-style-type: none"> <li>I struggle to see how my actions affect others. I only see how the situation affects me.</li> <li>I need reminders to be polite.</li> <li>I show respect to other people only when I feel it has been shown to me.</li> </ul>

