

Reporting Standards	Exceeds Expectations	Meets Expectations	Approaching Expectations	Does not Meet Expectations
Be Ready	EE	ME	AE	DE
I am prepared for the work day and put forth my best effort.	<ul style="list-style-type: none"> I always have the necessary materials. I put forth my best effort each day and challenge myself to grow. 	<ul style="list-style-type: none"> I have all the necessary materials. I put forth my best effort each day. 	<ul style="list-style-type: none"> I find materials with reminders. I put forth my best effort with minimal prompting. 	<ul style="list-style-type: none"> I am missing necessary materials with no attempt to find or retrieve them. I need constant reminders to put forth effort.
I arrive on time so I am ready to do my best.	<ul style="list-style-type: none"> I am consistently on time for school and arrive to my classes promptly. I have 0 tardies. 	<ul style="list-style-type: none"> I am on time for school and my classes during the school day. I may have 1 or 2 tardies. 	<ul style="list-style-type: none"> I arrive to school late and/or have tardies during the school day. 	<ul style="list-style-type: none"> I consistently arrive to school late and/or have multiple tardies during the school day.
Be Responsible	EE	ME	AE	DE
I complete work in a timely manner.	<ul style="list-style-type: none"> I always finish my work early or on time. I have 0 late assignments. 	<ul style="list-style-type: none"> I consistently finish my work on time. I may have 1 or 2 late assignments. 	<ul style="list-style-type: none"> I have occasional missing or late work that I complete with reminders. 	<ul style="list-style-type: none"> I have missing or late work that impacts my learning.
I observe workplace expectations and procedures.	<ul style="list-style-type: none"> I begin work without being prompted. I use my time efficiently. I model appropriate positive behaviors for my peers. I have 0 referrals. 	<ul style="list-style-type: none"> I follow directions the first time they are given. I use my time as expected. I accept responsibility for my actions and learn from them. I may have 1 referral. 	<ul style="list-style-type: none"> I follow directions with reminders. I need reminders to use time as expected. I accept responsibility for my actions. 	<ul style="list-style-type: none"> I need many reminders to follow directions. I waste my time. I do not accept responsibility for my actions.
Be Respectful	EE	ME	AE	DE
I am mindful of the thoughts and feelings of others.	<ul style="list-style-type: none"> I think about how someone might feel before I say or do something. I admit and fix my mistakes. I stand up for others who are mistreated. I respect others' privacy. I greet people politely using their name or title. 	<ul style="list-style-type: none"> I am respectful with my words and actions toward others. When I make a mistake, I admit it and try to fix it. I don't share private information with others. I am polite by calling people by their name or title. I greet people when I meet them. 	<ul style="list-style-type: none"> When reminded, I think about how my words and actions have affected others. I am sometimes polite by calling people by their name or title. I greet people when they greet me. 	<ul style="list-style-type: none"> I struggle to see how my words and actions affect others. I only see how the situation affects me. I need reminders to be polite. I show respect to other people only when I feel it has been shown to me.