

## **MDIRSS Middle School Habits of Work Standards and Associated Rubrics**

(based on King Middle School's HoWLs -- cross-walked and revised April 2016 by the Standards Transition Committee; further revisions by the Standards-Based Grading Parent-Student Advisory Committee on 5/4 and the Standards Transition Collaboratory on May 11 with further input from students and teachers)

### **MDIRSS Middle School Habits of Work Standards**

- 1) I am a **respectful** member of the [insert school name] community.
  - 1.1 I use language that is polite and appropriate to use in school.
  - 1.2 I work collaboratively with others.
  - 1.3 I take care of resources and materials.
  - 1.4 I contribute positively to our school community.
  
- 2) I take **responsibility** for my success as a learner.
  - 2.1 I arrive for each class prepared.
  - 2.2 I participate fully and mindfully in class.
  - 2.3 I carefully and thoughtfully complete all class assignments to the best of my ability in time to meet stated deadlines.
  - 2.4 I effectively manage my time and materials.
  
- 3) I **persevere** to produce high quality work.
  - 3.1 I improve my learning by seeking help when needed and by asking questions.
  - 3.2 I set goals and monitor progress based on established criteria.
  - 3.3 I learn from feedback and revise my work.
  - 3.4 I get to work without prompting and refocus as necessary.

## Rubric 1: Respect

	<b>4 Exemplary “Yes, I do and...”</b>	<b>3 Proficient “Yes, I do...almost all the time”</b>	<b>2 Basic “Yes I do, but...”</b>	<b>1 Does Not Meet “No, I do not and...”</b>
<b>1.1 Communication</b>	<u>Level 3 plus</u> *I consistently vary my communication style to the audience and task and serve as a good model for others.	<b>*I use language that is polite and appropriate to use in school.</b>  <b>*I actively listen to the ideas of others.</b>  <b>*I create opportunities for others to join the conversation.</b>	*I need reminders to use appropriate language and/or  *I need reminders to listen to the ideas of others and/or  *I need reminders to use words that include others.	*I often use inappropriate language and/or  *I have trouble listening to others and/or  *I am often disruptive, making it hard for others to have a quality discussion.
<b>1.2 Collaboration</b>	<u>Level 3 plus</u> *I actively take a leadership role by guiding the group to accomplish a task while making sure all voices are heard.	<b>*I work well with peers to accomplish a task.</b>  <b>*I contribute ideas that benefit the group.</b>  <b>*I consider others’ ideas and approaches and try to incorporate them if it makes sense.</b>	*I need reminders to work with my peers to accomplish a task and/or  *I have to be prompted to contribute ideas.	*I often distract others in my group or in other groups and/or  *I often have difficulty working well with others and/or do not contribute positively.
<b>1.3 Care of Resources and Materials</b>	<u>Level 3 plus</u> *I leave the room or learning environment better than I found it.	<b>*I use resources and materials appropriately and responsibly.</b>  <b>*I return materials and tools to their proper places.</b>	*I have to be reminded to use materials appropriately and/or  *I need reminders to return materials and tools to their proper places.	*I often have trouble using materials appropriately and/or  *I do not usually return materials and tools to their proper places.
<b>1.4 Positive Contribution</b>	<u>Level 3 plus</u> *I raise awareness of important issues.  *I willingly volunteer to serve on school teams or committees where student input or participation is valuable.	<b>*I share ideas about how to improve our school.</b>  <b>*I encourage others to share ideas, thoughts and feelings.</b>  <b>*I approach new tasks with a positive attitude.</b>	*I have to be prompted to share ideas and listen to others and/or  *I have to be reminded to approach new tasks with a positive attitude.	*I am often negative about efforts to improve our school and/or  *I often approach tasks with a negative attitude.

## Rubric 2: Responsibility

	<b>4 Exemplary “Yes, I do and...”</b>	<b>3 Proficient “Yes, I do...almost all the time”</b>	<b>2 Basic “Yes I do, but...”</b>	<b>1 Does Not Meet “No, I do not and...”</b>
<b>2.1 Preparedness</b>	<u>Level 3 plus</u> *I consistently serve as a good model for others in how I prepare for class.	*I come to class on time having completed any necessary preparation (e.g., homework).  *I come to class on time with the required materials.  *I come to class ready to learn.	*I am not always on time and/or  *I am not always well-prepared.  *I am often not ready to learn when I get to class.	*I do not try to get to class on time.  *I am usually not prepared.
<b>2.2 Engagement</b>	<u>Level 3 plus</u> *I make connections between what I am learning and what I already know.	*I participate fully and mindfully in class.  *I am an active listener.  *I ask good questions.	*I need reminders to listen, contribute, make connections and/or come up with good questions.	*I have a hard time listening or contributing positively to class discussion.  *I rarely make connections and/or I hardly ever ask good questions.
<b>2.3 Quality Task Completion</b>	<u>Level 3 plus</u> *I challenge myself to have my work meet the criteria for a 4/go above and beyond.	*I carefully and thoughtfully complete all class assignments to the best of my ability.  *I complete my work in a timely manner.  *I independently make up missed work in a timely manner. [add specific school expectations for this]	*I need reminders to check my work for accuracy and quality  *I often complete work past the deadline and/or  *When I miss class, I need to be reminded to make up work.	*My work often has careless errors and does not represent my best effort.  *I have a lot of trouble with meeting deadlines and remembering to make up missed work.
<b>2.4 Time and Resource Management</b>	<u>Level 3 plus</u> *I have created an effective system for managing time and materials, and planning ahead.	*I effectively manage my time and materials.  *I use my time efficiently in class.  *I plan ahead.	*I need help managing time and materials.  *I need reminders to stay on task.  *I need reminders to plan ahead.	*I lose materials and leave tasks unfinished.  *I am often off-task.  *I do not plan ahead

### Rubric 3: Perseverance

	<b>4</b> <b>Exemplary</b> “Yes, I do and...”	<b>3</b> <b>Proficient</b> “Yes, I do...almost all the time”	<b>2</b> <b>Basic</b> “Yes I do, but...”	<b>1</b> <b>Does Not Meet</b> “No, I do not and...”
<b>3.1 Improved Learning</b>	<u>Level 3 plus</u> *I find answers to questions that come to light while completing an assignment.	<b>*I ask my peers/teachers questions when I am unclear about the task, the process, or the purpose for learning.</b>  <b>*I identify and make use of appropriate resources to support my learning.</b>	*I let the teacher know I am confused but I do not ask specific questions.  *When others identify and suggest resources to improve my learning, I use them.	*I do not let the teacher know when I am confused.  *I do not use resources to improve my learning, even when others recommend I do so.
<b>3.2 Goal Setting and Progress Monitoring</b>	<u>Level 3 plus</u> *I challenge myself to set high goals that stretch me as a learner.  *I work hard until I meet or get close to my goals.	<b>*I have learning goals that I am working on in every class/on every project.</b>  <b>*I make sure I am clear on the criteria that will be used to assess my work.</b>  <b>*I reflect on progress toward my goals.</b>	*I understand and can explain some of the established criteria.  *I use the criteria I understand to assess my work and ignore what I do not understand.  *With assistance I can reflect on or notice my progress as a learner.	*I do not understand the established criteria so I do not use the criteria to assess my work.  *I do not seek clarification and/or I do not reflect on or notice my progress as a learner.
<b>3.3 Use of Feedback</b>	<u>Level 3 plus</u> *I actively seek feedback and use it to improve the quality of my work.	<b>*I am always able to show that I have effectively used feedback to revise my work.</b>	*I have to be reminded to use feedback to revise/improve my work.  *Sometimes there is evidence that I have revised/ revisited my work.	*I do not use feedback to revise/improve my work and/or  *There is no evidence that I have revised/ revisited my work.
<b>3.4 Focus</b>	<u>Level 3 plus</u> *I maintain a consistent focus on the learning task.	<b>*I get started with my work without prompting.</b>  <b>*I mostly stay focused on learning, refocusing quickly when necessary.</b>	*I have to be reminded to get to work.  *I need reminders to focus and refocus.	*I have difficulty getting started and staying focused.