

**Academy of Computer Science & Engineering High School**  
**Habits of Work Rubric - 2023-2024**

	<b>Exceeding Expectations</b> 4	<b>Meeting Expectations</b> 3	<b>Approaching Expectations</b> 2	<b>Developing Toward Expectations</b> 1
<b>Preparedness</b> I am ready to learn	<ul style="list-style-type: none"> <li>I meet all expectations</li> <li>I lead or motivate others to do the same</li> </ul>	<ul style="list-style-type: none"> <li>My laptop is charged and ready to use at start of this class</li> <li>I have all my class materials with me in this class</li> <li>I arrive to class on time</li> <li>I start the class routine unprompted</li> </ul>	<ul style="list-style-type: none"> <li>I have my laptop but not charged</li> <li>I am missing key materials for this class, I have some class materials with me</li> <li>I arrive late or spend excessive time out of class</li> <li>I need redirection and prompts to begin class routine</li> </ul>	<ul style="list-style-type: none"> <li>I don't have my laptop or charger</li> <li>I do not have my class materials with me</li> <li>I am not in class when at school</li> <li>I do not respond to redirection or prompts to begin class routine</li> </ul>
<b>Engagement for Learning</b> I actively participate in class and I own my learning	<ul style="list-style-type: none"> <li>I meet all expectations</li> <li>I demonstrate a high degree of independence - seeking out resources in order to enhance my learning</li> </ul>	<ul style="list-style-type: none"> <li>I am fully involved in doing the activity of class</li> <li>I actively seek further knowledge.</li> <li>I can articulate where I have misunderstanding and confusion.</li> <li>I self-evaluate in order to determine my strengths and areas in need of improvement</li> </ul>	<ul style="list-style-type: none"> <li>I am engaged sporadically in the activity of class</li> <li>I am learning to seek deeper knowledge</li> <li>I am not ready to ask questions</li> <li>I do not recognize how I can improve</li> </ul>	<ul style="list-style-type: none"> <li>I am disengaged for the majority of the class</li> <li>I am not ready to seek further knowledge. (head down, avoid class activities)</li> <li>I refuse to accept help</li> <li>I do not self-evaluate</li> </ul>
<b>Academic Effort</b> I positively approach learning challenges	<ul style="list-style-type: none"> <li>I meet all expectations</li> <li>I am actively seeking, accepting, applying feedback</li> <li>I am leading or motivating others to do the same</li> </ul>	<ul style="list-style-type: none"> <li>I incorporate feedback from the teacher, and others, into my work product.</li> <li>I can stick with a problem (persevere) when it is challenging.</li> <li>I do my own work - I demonstrate academic integrity</li> <li>I am up-to-date on all my assignments</li> </ul>	<ul style="list-style-type: none"> <li>I try to incorporate teacher feedback</li> <li>I give up when work is challenging</li> <li>I sometimes copy another person's work</li> <li>I have completed some of my recent assignments</li> </ul>	<ul style="list-style-type: none"> <li>I make little to no attempt to incorporate feedback</li> <li>I don't attempt work when it is challenging</li> <li>I do not do my own work</li> <li>I owe several recent assignments</li> </ul>
<b>Self - Management</b> I am in control of myself, my actions, and my words	<ul style="list-style-type: none"> <li>I meet all expectations</li> <li>I act as a leader and encourage others to meet expectations</li> <li>I respectfully advocated for a positive learning environment</li> </ul>	<ul style="list-style-type: none"> <li>I use words and actions that are fair and kind to others.</li> <li>I always take responsibility for my actions</li> <li>I work without distracting myself and others</li> <li>I manage my voice and my body appropriately in class</li> <li>I use class materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>I sometimes use unfair or unkind actions and words</li> <li>I sometimes do not take responsibility for my actions</li> <li>I work without distracting others</li> <li>I sometimes use appropriate voice volume</li> <li>I sometimes use class materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>I am often unkind or unfair to others</li> <li>I often blame others for my actions</li> <li>I distract myself and others</li> <li>I rarely manage my voice or body appropriately in class</li> <li>I rarely use class materials appropriately</li> </ul>