

# POLAND REGIONAL HIGH SCHOOL HABITS OF WORK 2023-24

## College and Career Ready

The PRHS diploma is based on achievement of state academic standards in several core areas. Proficiency in these academic areas is important for being College and Career Ready. We also recognize that academic skills are only part of the formula for success. It is also crucial to develop habits of work that ensure success in college and employment settings.

PRHS has identified several Habits of Work (HOW) that we believe are essential to support student learning and ensure success in school and beyond. Regular attendance, preparedness, the ability to collaborate, attention to detail, and daily productivity are essential components for achieving in school, getting a job, and building a successful career. PRHS teachers and staff emphasize these skills and provide the tools students need to improve them.

## HOW: It Counts!

Students are assessed on their Habits of Work (HOW) in all of their classes according to a schoolwide rubric (see the next page) and earn grades accordingly. These grades do not affect a student's overall course grade or their GPA, but they matter!

- ✓ Teachers use HOW grades to communicate to students and families about the student's work ethic: their sense of responsibility, their effort, and their ability to participate in class in an appropriate way.
- ✓ Teachers sometimes require students to improve their HOW grades before they are allowed to reassess an assignment.
- ✓ Administration uses HOW grades to determine eligibility for co-curricular participation and other privileges. This eligibility policy rewards students for attendance, effort, participation, and positive social behavior, even if they are struggling with content skills and knowledge. (For more details, see the Eligibility Guide on the PRHS website.)

## HOW Grade Reports

HOW grades are reported eight times during the year, and academic grades are posted every quarter. Eligibility for co-curriculars is checked on every posting date. With our frequent grade reports -- and 24/7 access to grades with Jumprope -- students and families can have a clear understanding of achievement in both HOW and academic standards.

*If you have questions about our HOW grading policies, please contact your student's teacher(s) or an administrator:*  
Erik Anderson, Principal      Kat Meader, Assistant Principal      Don King, Co-Curricular Director  
eanderson@rsu16.org      kmeader@rsu16.org      dking@rsu16.org

## HOW Rubric

### **INITIATIVE**

*Organization, Prioritizing and planning, Time management, Task initiation, Working memory*

When given an opportunity, a student who demonstrates initiative ...

- ✓ Submits work that is thorough and accurate
- ✓ Prepares for class by bringing materials
- ✓ Takes responsibility for missed work
- ✓ Uses class time effectively
- ✓ Completes class work according to agreed-upon timelines
- ✓ Uses a variety of strategies to ensure academic success

4	Demonstrates initiative independently
3	Demonstrates initiative with prompts
2	Requires active support to demonstrate initiative
1	Does not demonstrate initiative

### **ENGAGEMENT**

*Sustained attention, Goal-directed persistence, Metacognition*

When given an opportunity, a student who is engaged ...

- ✓ Approaches new tasks with a positive attitude
- ✓ Demonstrates curiosity
- ✓ Focuses on the task at hand
- ✓ Seeks clarification or assistance as needed
- ✓ Contributes to class discussions and group work
- ✓ Perseveres and makes an effort when responding to challenges

4	Demonstrates engagement independently
3	Demonstrates engagement with prompts
2	Requires active support to demonstrate engagement
1	Does not demonstrate engagement

### **SOCIAL BEHAVIOR**

*Response inhibition, Emotional control*

When given an opportunity, a student who exhibits positive social behavior ...

- ✓ Complies with expectations
- ✓ Makes appropriate choices
- ✓ Interacts positively with adults and classmates
- ✓ Regulates responses to social situations
- ✓ Collaborates responsibly

4	Exhibits positive social behavior independently
3	Exhibits positive social behavior with prompts
2	Requires active support to exhibit positive social behavior
1	Does not exhibit positive social behavior