



Habits of Work

In the High School, a student's effort and work habits are equally as important as academic achievement. In each of the core courses, students are evaluated on four main targets in their Habits of Work (HOW). These characteristics are separate from, but often correlate to a student's academic achievement. The grading is as follows:

1. Organization

- I use systems to keep my work and materials organized and accessible.
- I am prepared and bring what I need to class.

2. Timeliness

- I am punctual.
- I use time productively.
- I complete and submit work on time.

3. Quality

- I am responsible for my own work.
- I strive for neatness, accuracy, and thoroughness.
- I revise and improve my work.

4. Accountability

- I focus on learning and staying on task.
- I contribute as a positive member of my team.
- I take the initiative to ask for assistance.
- I take responsibility for what I say and what I do.

Each of the four main targets will be included in the progress report, which culminates in a final HOW grade for the course. Grading is as follow:

- 4 – Consistently (Student demonstrates this habit consistently)
- 3 – Often
- 2 – Sometimes
- 1 – Rarely



Habits of Mind

In addition to course-specific content and skill targets, every student will be assessed on his/her achievement of three Habits of Mind Learning Targets derived from the EL Education Core Practice Benchmarks. These are thinking skills that students use in all courses at Capital City Public Charter school and are some of the defining characteristics of the educational program. These are as follows:

- I can reflect on and debrief lessons and experiences to improve retention of information, to make generalizations and connections, and to set goals for future learning.
- I can produce multiple drafts of my work, compare each draft to examples and rubrics to improve my work, and use feedback and critique to revise my work to a high standard of quality.
- I can communicate the process, content and skills in my learning and represent my thinking using many different formats, such as graphic organizers, recording forms, lab reports, journals, quick-writes, and summaries.

Each of the three main targets will be included in the progress report, which culminates in a final Habits of Mind grade for the course. Grading is as follow:

- 4 – Consistently (Student demonstrates this habit consistently)
- 3 – Often
- 2 – Sometimes
- 1 – Rarely