



WESTFORD PUBLIC SCHOOLS
PROGRESS REPORT HANDBOOK
SOCIAL SKILLS/WORK HABITS MARKING KEY

Social Skills/Work Habits /Effort Marking Key 1- 4

- 4) Consistently meets behavior and work habit expectations, internalizes limits readily, will self-adjust behavior and work habit to make it appropriate to given situation. Needs no reminders or assistance from teachers/supervisors to maintain appropriate behavior or to sustain the work habit.
- 3) Most of the time meets expectations, can maintain appropriate behavior and sustain the work habit over a substantial period of time, needs only occasional reminders or assistance from teachers/supervisors for appropriate behavior or work habits.
- 2) Some of the time meets expectations, can maintain appropriate behavior and sustain the work habit for only short periods of time, needs frequent reminders or assistance from teachers/supervisors to maintain appropriate behavior or to sustain the work habit.
- 1) Seldom meets expectations even with assistance, relies on teachers/supervisors for limits to remain in control and maintain appropriate behavior or to sustain the work habit.

Work Habits/Effort Criteria

- Works independently
- Demonstrates perseverance
- Strives for quality
- Remains on task
- Prepared to participate
- Completes class work
- Completes homework