At MBCC & DCMST *we practice our* T.R.A.D.E.S.

	All Locations	Technology / Media	Arrival / Departure	Community
TEAMWORK	- Accept, assist and encourage others - Actively Participate and provide contributions - Seek and use feedback to improve - Encourage accountability and respectful behavior	- Assist group members with technology issues	- Hold others accountable - Have all of your belongings (from bus, car, or class)	- Support members in the community - Productively assist groups or partnerships - Contribute to the team during work based learning and school activities
RESPONSIBILITY	- Complete routine tasks on time and to the best of your ability - Communicate regularly with your instructor regarding any concerns. - Plan and organize your work and workspace	- Use technology/devices during appropriate times - Use technology for school related activities only - Follow the DHC Acceptable Use policies - Report issues to the instructor	- Go directly to your destination - Be mindful of your surroundings - Follow driving and riding rules - Park in designated student parking lot	- Be prepared to work with all necessary materials - Communicate with your work based learning supervisor when needed
ATTITUDE	- Lead by example - Exhibit respect to people, property, and teaching methods - Adapt to changes and experiences using an open mind	- Be flexible and patient when technology doesn't work correctly - Be positive and cooperative	- Be a role model - Follow scheduled times - Exhibit respect to people and property - Be courteous	- Be positive and respectful when providing feedback to others - Be open to meeting new people and having new experiences - Be accepting of differences within the general community
DEPENDABILITY	- Attend class on time, prepared to learn and work - Complete tasks independently, accurately and efficiently - Pay attention to detail	- Have devices charged and in working order - Respect equipment and software - Have a backup plan for communicating with your instructor	- Meet Commitments - Communicate when you will be present/absent - Arrive on time - Leave at the designated dismissal time	- Be where you are supposed to be at the expected time - Know your role and meet your responsibilities
EFFORT	- Be engaged with class activities - Communicate needs to be successful - Remain focused on tasks	- If technology does not work, communicate with instructor in a timely manner - Organize coursework and files - Display self-management skills	- Good attendance - Arrive and leave prepared - Communicate appropriately with security guards - Move with purpose	- Willingly participate - Apply skills and knowledge from class to community experiences - Take initiative!
SAFETY	- Maintain professional appearance - Put materials away appropriately - Encourage others to practice safety protocols	- Follow DHC Technology Policy - Visit district-approved websites only as intended	- Follow all traffic laws - Be aware of your surroundings - Exhibit safe speeds in the parking lot - Observe other students and vehicles - Walk on the right side in hallways	- Follow local safety rules and guidelines - Bring required safety equipment when applicable - Be mindful of self and others