



Urena CLASSROOM MATRIX

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
ARRIVAL/ DISMISSAL	<ul style="list-style-type: none"> • Walk in quietly and orderly. • Greet peers/teacher. • Use positive language. • Exit class when dismissed. • Ensure that no trash is left behind. 	<ul style="list-style-type: none"> • Take out homework and materials at start of class. • Place electronics in backpack. 	<ul style="list-style-type: none"> • Walk in an orderly fashion. • Keep hands, feet, and objects to yourself. • Move with the flow of traffic.
WHOLE CLASS DISCUSSION	<ul style="list-style-type: none"> • Raise hand when you have a question or comment. • Avoid side conversations. • Ensure electronics are in backpack. • Keep on topic 	<ul style="list-style-type: none"> • Write down necessary notes/information. • Listen carefully to questions. • Organize and keep handouts. • Be an active participant. 	<ul style="list-style-type: none"> • Utilize materials appropriately. • Be mindful of personal space.
COLLABORATIVE WORK	<ul style="list-style-type: none"> • Allow peers to express opinions. • Use positive language when discussing. • Speak when it is one's turn. • Listen to and respect everyone's point of view. • Keep on topic. 	<ul style="list-style-type: none"> • Be an active participant. • Complete assigned role in group activity. 	<ul style="list-style-type: none"> • Maintain safe distance from others. • Ask for assistance when needed. • Be mindful of personal space.

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TECHNOLOGY USE	<ul style="list-style-type: none"> Follow teacher instructions. Stay on task. MUTE sound. Work on assignments for this class only. 	<ul style="list-style-type: none"> Manage your time wisely to complete assigned tasks and adhere to assignment deadlines. Bring device fully charged. 	<ul style="list-style-type: none"> Keep login information and passwords private. Use approved and appropriate district sites or sites recommended by your teacher. Click on trustworthy links/sites.
ASSIGNMENTS	<ul style="list-style-type: none"> Adhere to assigned work deadlines. Communicate questions & issues in a timely manner. Do your own work. Write legibly and review work before submitting. Turn in your best work, not the minimum Work on assignments for this class only. 	<ul style="list-style-type: none"> Check that work is completed correctly prior to clicking Turn In. Ask for clarification in a timely manner <u>before</u> due date and time. Turn in assignments by deadlines. 	<ul style="list-style-type: none"> Turn in your own work. Do not allow others to copy your work. Provide ample time to complete assignments.
ASSESSMENTS	<ul style="list-style-type: none"> Avoid speaking until all exams are submitted. Walk quietly when turning in exams. After exam, work quietly on post-test assignments. 	<ul style="list-style-type: none"> Study before to be prepared. Keep eyes on own work. Place all notes/papers in backpacks during exams. Place all electronic devices in backpack unless told otherwise. Budget time. 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself. Ask for assistance when needed. Place backpacks away from walkways. Be mindful of personal space.