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| **3 B’s** | **BE RESPECTFUL** | **BE RESPONSIBLE** | **BE SAFE** |
| **ARRIVAL /****DISMISSAL** | * Calmly enter the room
* Be mindful of personal space when entering/exiting.
* Walk into the classroom quietly and orderly.
* Use positive language.
* Sit at assigned seat.
* Wait for teacher dismissal.
* Walk out of classroom when teacher dismisses.
* Pick up all trash and materials.
 | * Be on time.
* Be ready to work when bell rings.
* Have all necessary work and materials out.
* Place cellphone in backpack turned off.
* Take all personal belongings.
* Pick up all trash and materials.
 | * Walk in an orderly fashion.
* Place backpacks behind chairs away from walkways.
* Keep hands, feet, and objects to yourself.
* Be mindful of personal space.
* Wash/sanitize hands when needed.
* Move with the flow of traffic.
* If you see something, say something.
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| **USE OF****TECHNOLOGY** | * Use polite and academic language in emails.
* Always include full name/class period in emails.
* Only use websites allowed by teacher.
* Devices should be on silent.
* Stay focused on class work assigned.
* Cellphones are in backpacks turned off, no texting, no video recording, no posting.
 | * Charge chrome book nightly at home.
* Bring chrome book daily.
* Place all electronics on silent.
* Place cellphones in backpack turned off, no texting, no video recording, no posting.
* Stay on task and only use websites allowed by the instructor.
 | * Keep personal information private (online passwords).
* Click only on trustworthy links/sites.
* Think twice before posting.
* Notify teacher of any unauthorized use.
* If you see something, say something.
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| **WHOLE CLASS/****GROUP WORK** | * Allow peers to express opinions.
* Use appropriate language when discussing.
* Raise your hand and speak when it is your turn.
* Listen to and respect everyone’s point of view.
* Stay on topic/focused.
* One person speaks at a time.
 | * Be an active participant.
* Complete assigned role in group activity.
* Be an active listener and learner.
* Participate/ask questions.
* Use materials appropriately.
* Have work done by due date.
* Be prepared to participate and contribute.
* Stay focused and on task.
 | * Keep hands, feet, and objects to yourself.
* Ask for assistance when needed.
* If you see something, say something.
* Stay in your assigned area unless otherwise directed.
* Use materials appropriately.
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| **INDEPENDENT****WORK** | * Stay on all assigned classroom task.
* Complete you own work.
* Ask for assistance if questions arise.
* Stay in assigned seat.
* Maintain academic integrity.
* Use academic language.
 | * Utilize allotted class time appropriately.
* Listen to/ready directions prior to beginning activity.
* Complete your own work.
* Budget your time.
* Stay focused on the task.
* Ask teacher if you need clarification.
* Turn in by due date and time.
 | * Keep hands, feet, and objects to yourself.
* be mindful of personal space.
* Maintain academic integrity.
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| **ASSESSMENTS** | * Remain quiet and avoid speaking until all exams are turned in.
* After the exams, work quietly on independent assignments.
* Maintain academic integrity, do your own work.
 | * Follow teacher instructions/read directions carefully.
* Place all notes/papers/phones in backpack prior to exams.
* Keep backpacks closed throughout exam.
* Do your best work.
* Maintain academic integrity.
* Budget time.
 | * Keep hands, feet, and objects to yourself.
* Be mindful of personal space.
* Maintain academic integrity.
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