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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. |
| **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. |
| **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. |
| **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. |
| **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. |