

MS. PUENTE'S 3 B'S



BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

ARRIVAL/ DISMISSAL

- Take **ONE** sanitizing wipe as you enter.
- Walk in quietly and orderly.
- Greet peers/teacher.
- Use positive language.
- Exit class when dismissed.
- Ensure that no trash is left behind.
- **Throw away sanitizing wipe in trash when exiting.**

- Take out homework and materials at start of class.
- Place electronics in backpack.
- **Ensure your mask is correctly positioned on your face, covering your nose.**
- Follow sanitizing protocol by taking a wipe and wiping down desk.
- **Leave wipe on corner of your desk to dispose upon exit.**

- **Wear a mask correctly over your nose.**
- **Sanitize your hands when entering and exiting the class.**
- Walk in an orderly fashion and **maintain safe distance from others.**
- Keep hands, feet, and objects to yourself.
- Move with the flow of traffic.

WHOLE CLASS DISCUSSION

- Raise hand when you have a question or comment.
- Avoid side conversations.
- Ensure electronics are in backpack.

- Write down necessary notes/information.
- Listen carefully to questions.
- Organize and keep handouts.
- Be an active participant.

- Utilize materials appropriately.
- Be mindful of personal space.


COLLABORATIVE WORK

- 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.

- Be an active participant.
- Complete assigned role in group activity.

- Maintain safe distance from others.
- Ask for assistance when needed.
- Be mindful of personal space.

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ASSIGNMENT COMPLETION	<ul style="list-style-type: none"> • Adhere to assigned work deadlines. • Communicate questions and any issues in a timely manner. • Do your own work. • Write legibly and review work before submitting. • Use academic language 	<ul style="list-style-type: none"> • Check that assignments are attached correctly in Google Classroom prior to clicking Turn In. • Ask for clarification in a timely manner <u>before</u> due date and time. • Check Google Classroom Stream daily for updates. • Turn in assignments by <u>deadlines, including LATE WORK deadlines.</u> 	<ul style="list-style-type: none"> • Turn in your own work and avoid sharing images of work with others. • 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"> • Keep eyes on own work. • Place all notes/papers in backpacks during exams, unless permitted to use notes. • Place all electronic devices in backpack. • Keep backpacks closed throughout exam. 	<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.