AUTION Safety classes		Be Respectful	Be Responsible	Be Involved
Safety glasses required	START (When entering google classroom or other virtual meeting)	<ul> <li>Log in on time or before</li> <li>Mute yourself</li> <li>Minimize noise and distractions</li> <li>Use appropriate language and attitude</li> <li>Dress appropriately wear "school clothes"</li> </ul>	<ul> <li>Make sure electronic devices are charged and ready for use</li> <li>Log in on time or before</li> <li>Know the routines</li> <li>Check the google classroom BEFORE class</li> <li>Have all materials ready in your workspace</li> </ul>	<ul> <li>Be in camera view</li> <li>Complete task/Activity</li> <li>Complete starting question or task</li> </ul>
C	Collaborative work	<ul> <li>Value other's opinions/points of view</li> <li>Stay on task</li> <li>Use technology/equipment appropriately following teacher directions</li> </ul>	<ul> <li>Complete prelab or assignment BEFORE class</li> <li>Come prepared</li> <li>Safety for all (including goggles)</li> <li>Work as a team/group/class to complete task</li> </ul>	<ul> <li>Be organized</li> <li>Communicate within your group</li> <li>Actively collect data</li> <li>Discuss procedure and results</li> </ul>
	Independent work	<ul> <li>Stay on task</li> <li>Use devices appropriately</li> <li>Follow teacher directions</li> <li>Use time wisely</li> </ul>	<ul> <li>Do your OWN work</li> <li>Do your best</li> <li>Create ORIGINAL work</li> <li>Pay attention to teacher directions regarding returning to whole class/group</li> </ul>	<ul> <li>Ask specific questions if you are confused</li> </ul>
	Lesson /Instruction	<ul> <li>Pay attention to the presentation (notes, video, demo, etc)</li> <li>Eye contact—be in camera view</li> <li>Use the chat feature to ask a question if you need clarification</li> <li>Put other devices/distractions out of reach</li> </ul>	<ul> <li>Work on the CURRENT task</li> <li>Take appropriate notes</li> <li>Follow directions</li> </ul>	<ul> <li>Write notes</li> <li>Write down questions you may have</li> <li>Participate in activities</li> <li>Be ready to answer when called upon</li> </ul>
A	ASK When you need help or "don't get it"	<ul> <li>Wait patiently for your turn</li> <li>Ask politely</li> <li>Listen to other student's questions</li> <li>Write question in the chat</li> </ul>	<ul> <li>Advocate for yourself</li> <li>Ask ASAP during the current unit</li> <li>Know when and where you can get help</li> </ul>	<ul> <li>Ask specific questions that clearly identify your point of confusion</li> <li>Attend office hours</li> </ul>
B	Before you go	<ul> <li>Wait to be dismissed</li> <li>Log off when asked by the teacher</li> </ul>	<ul> <li>Know what you need to have ready for the next class meeting</li> </ul>	<ul> <li>Complete Exit "ticket"</li> </ul>