**CLASSROOM MATRIX\_Ms. Fan\_2024.25**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BE****RESPECTFUL** | **BE RESPONSIBLE** | **BE****SAFE** |
| **ARRIVAL/ DISMISSAL** | * Walk in quietly and orderly.
* Greet peers/teacher.
* Use positive language.
* Exit class when dismissed.
* Ensure that no trash is left behind.
* Always keep your sitting area clean
 | * Be prepared for the class.
* Bring all the learning materials to the class.
* Focus on your bell work.
* Place electronics in backpack.

   | * 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 your 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.  |

**CLASSROOM MATRIX\_Ms. Fan\_2024.25**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BE** **RESPECTFUL** | **BE RESPONSIBLE** | **BE****SAFE** |
| **TIME MANAGEMENT** | • Follow teacher instructions for attendance. • Stay on task while working independently. • Adhere to assigned work deadlines. • Communicate with questions or issues in a timely manner.  | • Manage your time wisely to complete assigned tasks and adhere to assignment deadlines. • Check Google Classroom daily for updates, information, and assignments.  | • Keep login information and passwords private. • Use approved and appropriate district sites or sites recommended by your teacher.  |
| **ASSIGNMENT COMPLETION** | • Adhere to assigned work deadlines. • Communicate questions and any issues in a timely manner. • Do your own work and do your work on your own.• Write legibly and review work before submitting.  | • Check that assignments are attached correctly in Google Classroom prior to clicking Turn In. • Ask for clarification in a timely manner before due date and time. • Check Google Classroom Stream daily for updates. • Turn in assignments by deadlines, including LATE WORK deadlines.  | • Turn in your own work and avoid sharing images of work with others. • Provide ample time to complete assignments.  |
| **ASSESSMENTS** | • Avoid speaking until all exams are submitted. • Walk quietly when turning in exams. • After exam, work quietly on post-test assignments.  | • Keep eyes on your own work. • Place all notes/papers in backpacks during exams. • Place all electronic devices in backpack and/or place your cell phones on the phone parking lot. • Keep backpacks closed throughout exam.  | • Keep hands, feet, and objects to yourself. • Ask for assistance when needed. • Place backpacks away from walkways. • Be mindful of personal space |