**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 |