

# Rules and Procedures

	<b>Be Responsible</b>	<b>Be Respectful</b>	<b>Be Involved</b>
<b>1). Direct Instruction</b>	<ul style="list-style-type: none"> <li>• Stay on task by: taking notes</li> <li>• Raise hand to ask a question if needed</li> <li>• Devices away</li> </ul>	<ul style="list-style-type: none"> <li>• Eyes on speaker</li> <li>• Follow instructions</li> <li>• Remain quiet</li> </ul>	<ul style="list-style-type: none"> <li>• Raise hand to contribute</li> <li>• Be prepared to answer when called upon</li> <li>• Ask questions</li> </ul>
<b>2). Independent Work</b>	<ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Use devices appropriately with teacher approval</li> </ul>	<ul style="list-style-type: none"> <li>• Allow others to learn</li> <li>• Only talk to teacher if needed</li> <li>• Talk quietly as to not disrupt others</li> </ul>	<ul style="list-style-type: none"> <li>• Ask questions if you are confused</li> <li>• Look back at notes</li> </ul>
<b>3). Group/Partner Work</b>	<ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Use devices appropriately with teacher approval</li> </ul>	<ul style="list-style-type: none"> <li>• Be understanding of other perspectives</li> <li>• Work together as a team</li> <li>• Contribute equally</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with your group members only</li> <li>• Ask questions if needed</li> </ul>
<b>4). Transitions</b>	<ul style="list-style-type: none"> <li>• Put materials away</li> <li>• Get new materials</li> <li>• Use then return classroom supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Leave area clean</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsible for your own materials</li> </ul>
<b>5). Entering/Exiting</b>	<ul style="list-style-type: none"> <li>• Remove hat (unless DL)</li> <li>• Remove head phones and put phone in charging station</li> <li>• Check agenda</li> <li>• Sit in assigned seat with required materials ready</li> </ul>	<ul style="list-style-type: none"> <li>• Come in/ leave quietly during instructional time</li> <li>• Be aware of others personal space</li> <li>• Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Complete any warmup/exit activities</li> </ul>

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<b>6). Virtual Learning</b>	<ul style="list-style-type: none"> <li>• All above rules apply.</li> <li>• Have computer charged and ready to go.</li> <li>• Enter virtual classroom on time.</li> <li>• Keep your microphone muted unless otherwise instructed.</li> </ul>	<ul style="list-style-type: none"> <li>• Remain clothed the entire class lesson/ one on one tutoring session.</li> <li>• Ensure clothing is appropriate and not offensive.</li> <li>• Remain attentive while keeping cell phone out of reach.</li> </ul>	<ul style="list-style-type: none"> <li>• Virtually raise your hand if you have a question.</li> <li>• Reach out via email/ remind if you have any questions.</li> <li>• Schedule tutoring sessions and attend virtual office hours.</li> </ul>