



Ms. Kaur's CLASSROOM MATRIX



3 B's	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
ARRIVAL & DISMISSAL	<ul style="list-style-type: none">❖ Calmly enter room❖ Honor personal space of others❖ Sit at assigned seat❖ Wait for teacher to dismiss class❖ Ensure no trash is left behind	<ul style="list-style-type: none">❖ Be ready to work when bell rings❖ Have all necessary supplies❖ Device is charged❖ Place electronics on silent❖ Clear and clean workstations	<ul style="list-style-type: none">❖ Walk in an orderly fashion❖ Place backpacks under tables/ clear walkways❖ Wash/ sanitize hands❖ Enter through "entrance", Exit through "exit"
COMPUTER TECHNOLOGY USE	<ul style="list-style-type: none">❖ Only use websites allowed by instructor❖ Devices should be on silent❖ Use headphones (if needed)❖ Use academic language❖ Stay focused on classwork assigned	<ul style="list-style-type: none">❖ Stay on task and only use websites allowed by the instructor❖ Social Media/Gaming Apps OFF❖ Check Google Classroom for announcements and assignments	<ul style="list-style-type: none">❖ Keep personal information private (online codes/passwords)❖ Click on trustworthy links/sites❖ Think twice before posting❖ Notify teacher of any unauthorized use
WHEN COLLABORATING	<ul style="list-style-type: none">❖ Listen while others are talking❖ Raise your hand to speak and wait for assistance / acknowledgment❖ Respect differing opinions❖ Use academic language❖ Stay on topic	<ul style="list-style-type: none">❖ Be an active listener and learner❖ Participate / ask questions❖ Avoid distractions❖ Use materials appropriately❖ Have work done by your next scheduled class period	<ul style="list-style-type: none">❖ Stay in assigned seats/ designated areas❖ See something (unsafe, unkind, suspicious), say something❖ Follow directions❖ Keep pathways free from obstacles
INDEPENDENT WORK/ ASSESSMENTS	<ul style="list-style-type: none">❖ Low/quiet voice❖ Stay in assigned seat❖ Follow teacher instructions❖ Maintain academic integrity❖ Personal devices and items secured during testing	<ul style="list-style-type: none">❖ Study before/be prepared❖ Budget your time❖ Read directions thoroughly❖ Stay focused on the task❖ Ask teacher if you need clarification❖ Submit work on time	<ul style="list-style-type: none">❖ Use your own words and thoughts on assignments (do not plagiarize)❖ Double check that you turned in the work & attached files (if needed)❖ Device is charged❖ No audio or visual recording
ASSIGNMENT COMPLETION	<ul style="list-style-type: none">❖ Use academic language❖ Turn in your best work, not the minimum❖ Exhibit academic honesty & no copying	<ul style="list-style-type: none">❖ Read directions thoroughly❖ Ask 3 classmates before me if you have questions❖ Ask teacher if you need additional help❖ Turn in by due date & time	<ul style="list-style-type: none">❖ Use your own words and thoughts on assignments❖ Double check that you turned in the work & attached files (if needed)❖ Communicate to the instructor if you need help