**KOENIG CLASSROOM MATRIX**

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| **BE BE BE**  **RESPECTFUL RESPONSIBLE 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. | * Take out homework and materials at start of class. * Place electronics in backpack. * Follow sanitizing protocol by taking a wipe and wiping down desk. | * Walk in an orderly fashion. * Keep hands, feet, and objects to yourself. * Move with the flow of traffic. |
| **WHOLE**  **CLASS**  **DISCUSSION** | * Raise hand when you have a question or comment. * Avoid side conversations. * Ensure electronics are in backpack. * Keep on topic | * 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. * Keep on topic. | * 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. |

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| **TECHNOLOGY USE** | * Follow teacher instructions. * Stay on task. * MUTE sound. * Work on assignments for this class only. | * Manage your time wisely to complete assigned tasks and adhere to assignment   deadlines.   * Bring device fully charged. | * Keep login information and passwords private. * Use approved and   appropriate district sites or sites recommended by your teacher.   * Click on trustworthy links/sites. |
| **ASSIGNMENTS** | * Adhere to assigned work deadlines. * Communicate questions & issues in a timely manner. * Do your own work. * Write legibly and review work before submitting. * Turn in your best work, not the minimum * Work on assignments for this class only. | * Check that work is   completed correctly  prior to clicking Turn In.   * Ask for clarification in a timely manner before due date and time. * Turn in assignments by deadlines, including LATE WORK deadlines. * Ask 3 classmates before me if you have questions | * Turn in your own work. * Do not allow others to copy your work. * 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. | * Study before to be prepared. * Keep eyes on own work. * Place all notes/papers in backpacks during exams. * Place all electronic devices in backpack unless told otherwise. * Budget time. | * Keep hands, feet, and objects to yourself. * Ask for assistance when needed. * Place backpacks away from walkways. * Be mindful of personal space. |