**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.
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| **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.
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| **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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|  **BE BE BE** **RESPECTFUL RESPONSIBLE SAFE** |
| **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.
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| **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 correctlyprior 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.
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| **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.
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