


ALVES CLASSROOM MATRIX

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
ARRIVAL/ DISMISSAL	<ul style="list-style-type: none"> -Walk in quietly and orderly. -Greet peers/teacher. -Use positive language. -Exit class when dismissed. -Ensure that no trash is left behind. -Remove ear buds to show you are giving full attention. 	<ul style="list-style-type: none"> -Take out homework and materials at start of class. -Place electronics in backpack upon entering and turn off or put on silent. -Charge Chromebooks at home to be prepared for use during class when required. 	<ul style="list-style-type: none"> -Walk in an orderly fashion and maintain safe distance from others. -Keep hands, feet, and objects to yourself. -Move with the flow of traffic. -Keep sweater hoods off head.
WHOLE CLASS DISCUSSION	<ul style="list-style-type: none"> -Raise hand when you have a question or comment. -Avoid side conversations. -Ensure electronics are in backpack. 	<ul style="list-style-type: none"> -Write down necessary notes/information. -Listen carefully to questions. -Organize and keep handouts. -Be an active participant. 	<ul style="list-style-type: none"> -Utilize materials appropriately. -Be mindful of personal space.
COLLABORATIVE WORK	<ul style="list-style-type: none"> -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. 	<ul style="list-style-type: none"> -Be an active participant. -Complete assigned role in group activity. 	<ul style="list-style-type: none"> - Maintain safe distance from others. -Ask for assistance when needed. -Be mindful of personal space.

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ASSIGNMENT COMPLETION

- Adhere to assigned work deadlines.
- Communicate questions and any issues in a timely manner.
- Do your own work.
- 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 own work.
- Place all notes/papers in backpacks during exams.
- Place all electronic devices in backpack.
- 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.