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| **Routines**      **Expectations** | **Entering Classroom** | **Bellwork** | **Demonstrations/**  **Lecture/**  **Whole Group Discussions** | **Independent Idea/Design/**  **Creation Time** | **End of hour** |
| **P**  **Personal**  **Responsibility** | Enter and log in before Tardy bell. | Complete bellwork in Journal within the given time AND/OR revisit the journal later to complete if class moves on or student is absent. | Be on the directed software and/or site.  Turn off monitor if directed.  Remove Cell phone as a distraction.  If absent: visit site to view agenda and/or tutorials missed. Download any files and complete tasks. | Be on the directed software and/or site.  Have the required materials necessary to move on to the next step.  If absent: visit site to view agenda and/or tutorials missed. Download any files and complete tasks. Steps are taken to arrange extra lab time to replace lost creation time. | Save files/to the appropriate spot.  Log out.  Clean area.  Push in chair.  *Put up chair. (6th hr)*  *Power down. (6th hr)* |
| **R**  **Respect** | Enter quietly.  HFO (Hands, Feet, Objects to yourself) | Active listening during directions.  Library like atmosphere so others can concentrate.  HFO to yourself. | Active listening during directions and discussions.  Responses are supportive and respectful to differing opinions and/or abilities.  HFO to yourself. | Library like atmosphere so others can concentrate.  During help or feedback, responses are quiet and supportive.  Music low enough to remove headphones when questions and/or directions arise.  HFO to yourself. | Help/Remind those around you to save/log out at the appropriate time if necessary.  Clean area.  HFO to yourself. |
| **I**  **Integrity** | Keep backpacks,books,  other extras out of the walkways or ‘neighbors’ desk space. | Bellwork responses are original and created by the student. | Active Listening.  Be on the directed software and/or site.  Turn off monitor if directed.  Remove Cell phone as a distraction. | Create original designs using correctly licensed images.  Be on the directed software and/or site.  Remove Cell phone as a distraction. | Log out.  Clean area.  Push in chair.  *Put up chair. (6th hr)*  *Power down. (6th hr)* |
| **D**  **Determination** | Enter and log in before Tardy bell. | Ask questions if the bellwork or agenda is confusing!  Push for answers until it is clear. | Ask questions if the discussion or demonstration is confusing!  Alert the group if demonstration is going too fast.  Push for answers until it is clear. | Create a goal to complete by end of hour.  Create a challenging design.  Ask questions or search for solutions.  Push to solve the obstacle in order to continue. | Save files/to the appropriate spot.  Visualize a plan for what needs to happen next. |
| **E**  **Engagement** | Computer is on, logged into, weebly site and Google Drive are open. | Construct answers to the bellwork assignment independently OR ask questions for clarification. | Active Listening and responding during group discussions/lectures/ and/or tutorials.  Following steps with groups during demonstrations. | Actively creating on the directed software and/or site.  Music low enough to remove headphones when questions and/or directions arise. | Work right up until the ‘time to save’ announcement. |
| If a student chooses not to follow the expectations, the result may be (order may change due to the severity of the issue): **1st** A verbal warning **2nd** A seat change and/or a conference in the hallway **3rd** A detention or phone call home **4th** A Referral.  **In addition, any instances that involve productivity and engagement for the student or the class as a whole will result in a lowering of the student’s Daily Participation Grade.** | | | | | |