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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.** |