

<b>Routines</b>	<b>Entering Classroom</b>	<b>Bellwork</b>	<b>Demonstrations/ Lecture/ Whole Group Discussions</b>	<b>Independent Idea/Design/ Creation Time</b>	<b>End of hour</b>
<b>Expectations</b>					
<b>Personal Responsibility</b> <b>P</b>	Enter and log in before Tardy bell.  No Food in lab in order to protect cpu's. Drinks must have closed tops at all times.	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.  <i>Power down. (6th hr)</i>
<b>Respect</b> <b>R</b>	Enter quietly.  HFO (Hands, Feet, Objects to yourself)  No Food in lab in order to protect cpu's. Drinks must have closed tops at all times.	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.
<b>Integrity</b> <b>I</b>	Keep belongings out of the walkways or 'neighbors' desk space.  No Food in lab in order to protect cpu's. Drinks must have closed tops at all times.	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.  Submit original work only!.  Remove Cell phone as a distraction.	Log out.  Clean area.  Push in chair.  <i>Power down. (6th hr)</i>
<b>Determination</b> <b>D</b>	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.
<b>Engagement</b> <b>E</b>	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.

