


## Secondary Matrix Sample

		Hallways	Restrooms	Extra-Curricular	Bus/Parking Lot	Remote
EXPECTATIONS	<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Respect other's personal space</li> <li>• Use appropriate language</li> <li>• Move along</li> <li>• Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use proper hygiene</li> <li>• Maintain clean walls and stalls</li> <li>• Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to whomever is talking</li> <li>• Show good sportsmanship</li> <li>• Be respectful to all participants, officials, visitors and spectators</li> </ul>	<ul style="list-style-type: none"> <li>• Respect other's property</li> <li>• Park in appropriate areas</li> <li>• Follow directions</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Think before you speak or type</li> <li>• Share the space, give others a chance to speak</li> <li>• Address teacher with professional name</li> </ul>
	<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Use quiet, indoor voices</li> <li>• Keep personal possessions with you at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class promptly</li> <li>• Report problems and vandalism</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of yourself</li> <li>• Turn off electronic devices during presentations</li> <li>• Leave areas clean</li> </ul>	<ul style="list-style-type: none"> <li>• Yield to right of way</li> <li>• Be alert</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare technology (volume, mic, webcam)</li> <li>• Be on time</li> <li>• Mute Yourself</li> <li>• Make sure others can see you</li> <li>• Wear Headphones with a microphone</li> <li>• Observe and participate in discussion</li> <li>• Remove distractions</li> </ul>
	<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Keep hallways clean</li> <li>• Walk on the right side</li> <li>• Let others pass</li> <li>• Wear your ID</li> </ul>	<ul style="list-style-type: none"> <li>• Deposit all paper products appropriately</li> <li>• Keep areas clean</li> <li>• Cell phone free zone</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated so everyone can see</li> <li>• Be careful of equipment and watch your step</li> <li>• Wear your ID</li> </ul>	<ul style="list-style-type: none"> <li>• Report any incidents</li> <li>• Use safe speeds</li> <li>• Obey laws regarding driver safety, including cell phone use</li> </ul>	<ul style="list-style-type: none"> <li>• Consider your surroundings (remove distractions and inappropriate items)</li> <li>• Report unsafe or bullying comments to the teacher</li> <li>• Keep personal information to private (login, passwords, etc.)</li> <li>• Avoid and report inappropriate sites and unsafe use</li> </ul>