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| In the PHMS English Language Arts Classroom |
|  | Direct Instruction | Independent Work | Group Work | Transitions |
| Respect | * Follow Directions
* Stay on task
* Remain in your seat unless instructed to do otherwise
 | * Stay on task
* Manage time wisely
* Remain in your seat unless instructed otherwise
 | * Follow directions
* Stay on task
* Work with *your* group
* Use time wisely
 | * Put unneeded items away
* Have required materials ready to begin the task
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| Responsibility | * Equity of Voice
* Be part of the group’s goal
* Be prepared
 | * Raise your hand for the teacher’s attention
* Work quietly
* Complete your *own* work and allow others the opportunity to complete *their* own work
* Complete work properly
 | * Listen to others
* Accept each other’s opinions, answers, and differences
* Ask clarifying questions
 | * Know the goal
* Keep hands and feet to self
* Move swiftly and quietly
* Keep space between you and others
* Perform your job and follow the procedure
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| Safety | * Focus on the assignment
* Stay in your seat unless directed otherwise
 | * Sit properly in your seat
* Push in your chair when you are not using it
* Throw all trash in the trash can
* Carry your Chromebook with both hands
 | * Focus on the assignment and what your group members are doing
* Remain aware of what is going on around you
* Keep your hands and feet to self
 | * Walk
* Watch where you are walking
* Alert a staff member immediately if you notice anything dangerous
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| Collaboration | * Raise your hand to speak
* Collaborate when directed to do so
 | * Raise your hand and wait quietly if the teacher is assisting a classmate or speaking with someone else
* When using headphones or earbuds, keep the volume low enough as to not be heard by others
* Collaborate when directed to do so
 | * Do your share of the work
* Everyone participates
* Help create opportunities for group members to feel they are contributing
 | * Help your neighbor
* Leave the area clean and orderly
* Being prepared helps transitions go smoothly and saves valuable time
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