

## Distance Learning Behavior Matrix - Toledo Elementary School

Area	Be Safe	Be Respectful	Be Responsible	Be A Learner
<b>Entering Google Meets</b>	<ul style="list-style-type: none"> <li>● Choose a distraction free space</li> <li>● Use equipment as intended (flat, safe surface, no food or drink)</li> </ul>	<ul style="list-style-type: none"> <li>● Video on at all times</li> <li>● Microphones muted</li> <li>● Use kind words and faces</li> </ul>	<ul style="list-style-type: none"> <li>● Be on time and ready to learn</li> <li>● Be prepared with needed materials</li> <li>● Start class charged or plugged in</li> </ul>	<ul style="list-style-type: none"> <li>● Have all materials needed</li> <li>● Be prepared to turn in work</li> </ul>
<b>Google Meets (Whole Group, Small Group, and Community Time)</b>	<ul style="list-style-type: none"> <li>● Choose a distraction free space</li> <li>● Use equipment as intended</li> <li>● Be in control of your voice and body</li> </ul>	<ul style="list-style-type: none"> <li>● Video on at all times</li> <li>● Use kind words and faces</li> <li>● Microphones muted</li> <li>● Contribute either through the chat feature or by raising your hand</li> </ul>	<ul style="list-style-type: none"> <li>● Be on time and ready to learn</li> <li>● Be prepared with needed materials</li> <li>● Start class charged or plugged in</li> <li>● Only use intended technology during lesson</li> </ul>	<ul style="list-style-type: none"> <li>● Have all materials needed</li> <li>● Be prepared to turn in work</li> <li>● Use whole body listening</li> <li>● Engage wholly in the lesson</li> </ul>
<b>Independent Learning (Learning Packets, Work Time without Teacher)</b>	<ul style="list-style-type: none"> <li>● Choose a distraction free space</li> <li>● Use equipment and materials as intended</li> <li>● Be in control of your voice and body</li> </ul>	<ul style="list-style-type: none"> <li>● Take good care of supplies and materials</li> </ul>	<ul style="list-style-type: none"> <li>● Complete assignments on time</li> <li>● Make a schedule and use your time wisely</li> </ul>	<ul style="list-style-type: none"> <li>● Try your best! We know this is hard without a teacher.</li> <li>● Have all materials needed</li> </ul>
<b>Video lessons</b>	<ul style="list-style-type: none"> <li>● Choose a distraction free space</li> <li>● Use equipment as intended</li> </ul>	<ul style="list-style-type: none"> <li>● Be sure to watch the whole video so you see the whole lesson</li> <li>● Use headphones (if available) or go to a quiet space so you don't distract others</li> </ul>	<ul style="list-style-type: none"> <li>● Take notes and write down questions for your teacher if you don't understand</li> <li>● Ask questions through email, video comments, or during Google Meetings</li> </ul>	<ul style="list-style-type: none"> <li>● Do the activities embedded in the video</li> <li>● Be fully engaged in the lesson</li> <li>● Watch video multiple times if needed to understand the material</li> </ul>
<b>Bus Pickup</b>	<ul style="list-style-type: none"> <li>● Wait patiently on sidewalk or away from traffic</li> <li>● Respect Social Distancing</li> <li>● Wash hands before you leave and when you get back from pickup</li> <li>● Wait for directions from driver/rider to get food/materials</li> </ul>	<ul style="list-style-type: none"> <li>● Wait your turn</li> <li>● Use kind words</li> <li>● Smile and wave</li> </ul>	<ul style="list-style-type: none"> <li>● Be a few minutes early if possible</li> <li>● Bring bag/box to carry items home</li> </ul>	<ul style="list-style-type: none"> <li>● Accept the resources offered to you</li> </ul>

# We know how to be Safe, Responsible, Respectful and a Learner during distance learning!

Use the bathroom  
before class.



Make sure your  
computer is  
charged



Have materials  
ready.



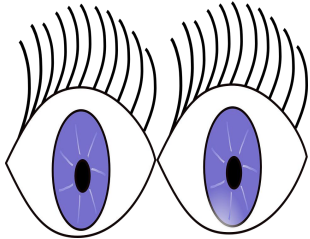
Be on time.



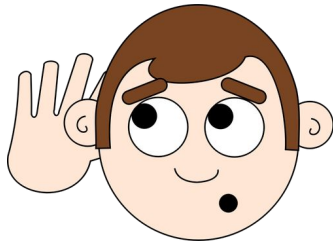
Mute and unmute  
to share.



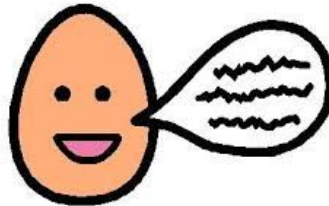
Eyes on the  
teacher



Listening Ears



Use kind words  
only



Slowly wave your  
hand near your  
face.



Complete your  
work.



# We know how to be Safe, Responsible, Respectful and a Learner during distance learning!

Find a quiet spot



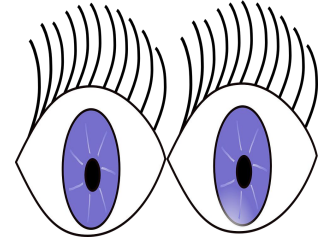
Make sure your computer is charged



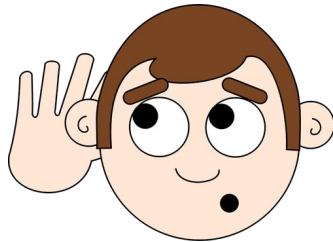
Have materials ready.



Eyes on the video



Listening Ears



Pause and go back if you miss something



Ask a family member if you need help



Save questions you have for your teacher

