

SAFETY

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- Follow all Richland One Acceptable Use Policy guidelines
- Follow all policies in the Richland One Code of Conduct
- Follow all virtual classroom procedures, norms, and rules
- District laptop, e-mails, and chat feature should only be used for academic purposes
- Report any issues or violations to your teacher, parent and administrator

ORGANIZE

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- Be on time and prepared for class
- Find a comfortable location for online class that is quiet and free of distractions
- Organize your materials
- Store all school supplies and materials in one area
- Set daily goals
- Try your best

ACHIEVEMENT

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- Complete tasks on time and stay on top of assignments
- Be present and actively engaged
- Stay logged on for the entire class period
- Reach out to your teachers for help by e-mail
Office hours:
8:10am to 8:40am
& 3:05pm to 3:45pm
- Share and collaborate
- Create a schedule to complete assignments

RESPECT

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- Mute yourself when entering the online classroom
- Be respectful of your teachers and other classmates when they are speaking
- If you have questions, use the raise hand feature
- Use the chat button to type questions or add comments to the conversation
- Do your best to keep the camera on, appropriate virtual backgrounds can be used

 *W.A. Perry Middle School* 

VIRTUAL PBIS MATRIX

W. A. Perry Middle School
www.richlandone.org/domain/41

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