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| **Teacher to Student** | **Student to student**  |
| * Pay attention when someone speaks, do not speak over, respectfully ask questions or clarification or add on as needed.
* Actively listening
* Giving others their personal space

Listening to others when they are speaking and respecting their point of view. Providing constructive feedback Don’t disrupt speakers.. Be tactful when disagreeing with someone’s ideas, not personally critical. Paying attention  Respecting each other's space Listening to and providing constructive feedback Letting everyone have an opportunity to speak  Being open minded to everyone’s personal views and their individuality/differences. Letting each other know if we are lost or don’t understand the material Listening to each other; not listening to react No overtalking; take turns. Personal space  | Raise hands to ask questions No interruptions/ talk when it's your turn Be prepared for class every day. Follow along with the presentation or task. Understand you do not know everything Not talking while facilitator is speaking. Asking questions at the appropriate time. Try to be engaged in the discussion Ask questions Listen to the presenter and give your best effort Being an active participant  Be engaged in discussion/material/content  Being engaged and asking questions when prompted  If there are any disagreements, respond in a respectful manner. Respecting set boundaries Actively participating with the presenter.  Active listening, using your eyes and ears, following classroom procedures Asking questions for clarity Students giving the teacher their undivided attention. Controlling your technology Actively listening Respond, don’t react Use technology wisely Be prepared for class  |
| **Student to teacher**  | **Everyone respecting our classroom** |
| Allow time to process thought Actively listening to thoughts and ideas  Allow equal opportunities for participants Discussing and communicating boundaries Being open to different opinions and perspectives Understanding to us being new teachers in that we may have many questions. Be patient and understanding to participants  Not dismissing bad ideas / Valuing each person’s input Listening when they speak. Solicit responses and allow them to share their opinion or take. Never belittle a response. Acknowledge you heard their response. Ask for more clarification as needed to let them know they are being heard and you are also considering what they are saying and integrating it into your knowledge.  Watching the tone and cadence when speaking Provide a calm and safe environment of learning Be kind and patient. Treat everyone equally. Do not cut us off listen for understanding   Checking for understanding Allow each participant to have a voice. Adjust your presentation/objective to best fit the students Relating to their point of view Being aware of a student’s body language, how they are engaging in class, and their background. Making sure they are okay; don’t write off a student’s bad mood. Equity (providing individual support to your students because everyone is different) and inclusiveness  | Keeping classroom area clean and supplies organized Setting a clear expectation of interacting and having fun learning Make sure you are seated in your seat during the presentation Giving everyone respect for their own opinions and choices Following Covid-19 protocols. Coming up with a collaborative classroom contract. Not entering a person’s personal space Following procedures Creating a sense of community.  Do not trash anything. Being active with your group in activities. Respecting classroom materials Only have out materials necessary Do not talk on the phone in class Respect those around you  Make everyone comfortable and respecting everyone's personal choices and opinions  Be mindful of those who are different or in different circumstances than you. Respecting everyone’s space and materials  Make everyone comfortable and understand what works best for the group Making sure the classroom is kept clean and organized Leaving the room cleaner than when you entered Being responsible with self/space.   |