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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. |