



Example Matrix
Setting/Area: Online Meetings

	Student Expectations	Staff Expectations
Safe	<ul style="list-style-type: none"> • Make sure my family knows I am using my camera • Cover up camera when finished meeting • Keep log in information private 	<ul style="list-style-type: none"> • Have a plan & practice what to do if a zoom room is hacked • Have a plan for mandatory reporting
Respectful	<ul style="list-style-type: none"> • Log in 5 min. ahead of starting time • Only open the apps or windows requested by teacher • Take turns sharing and making comments 	<ul style="list-style-type: none"> • Logon 10 minutes early and greet students • Redirect students privately and with a focus on dignity
Responsible	<ul style="list-style-type: none"> • Listen to my peers • Take turns speaking • Reduce background noise • Wear headphones if I can 	<ul style="list-style-type: none"> • Teach, practice, reinforce all Zoom meeting rules • Have lessons prepared • Provide feedback on homework in a timely manner
Kind	<ul style="list-style-type: none"> • Disagree politely • Choose kind phrases such as “I like that idea, AND...” • Look for ways to support others 	<ul style="list-style-type: none"> • Acknowledge desired behavior • Use supportive statements • Teach social-emotional skills