



# Ms. MASSON'S CLASSROOM MATRIX

3 BE's	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
<b>ARRIVAL &amp; DISMISSAL</b>	<ul style="list-style-type: none"><li>❖ Calmly enter room</li><li>❖ Honor personal space of others</li><li>❖ Sit at assigned seat</li><li>❖ Wait for teacher to dismiss class</li><li>❖ Reposition stools under the tables</li></ul>	<ul style="list-style-type: none"><li>❖ Be ready to work when bell rings</li><li>❖ Have all necessary supplies</li><li>❖ Chromebook charged and ready to use</li><li>❖ Place personal electronics on silent and away</li><li>❖ Clear and clean workstations</li></ul>	<ul style="list-style-type: none"><li>❖ Walk in an orderly fashion</li><li>❖ Place backpacks under tables/ clear walkways</li><li>❖ Wash/ sanitize hands</li><li>❖ Electrical cords are secured to prevent tripping</li></ul>
<b>COMPUTER TECHNOLOGY USE</b>	<ul style="list-style-type: none"><li>❖ Only use websites allowed by instructor</li><li>❖ Devices should be on silent</li><li>❖ Use headphones (if needed)</li><li>❖ Use academic language</li><li>❖ Stay focused on classwork assigned</li></ul>	<ul style="list-style-type: none"><li>❖ Stay on task and only use websites allowed by the instructor</li><li>❖ Video Streaming / Gaming Apps OFF</li><li>❖ Check Google Classroom for announcements and assignments</li></ul>	<ul style="list-style-type: none"><li>❖ Keep personal information private (online codes/passwords)</li><li>❖ Click on trustworthy links/sites</li><li>❖ Think twice before posting</li><li>❖ Notify teacher of any unauthorized use</li></ul>
<b>WHOLE CLASS / GROUP COLLABORATION</b>	<ul style="list-style-type: none"><li>❖ Listen while others are talking</li><li>❖ Raise your hand to speak and wait for assistance / acknowledgment</li><li>❖ Respect differing opinions</li><li>❖ Use academic language</li></ul>	<ul style="list-style-type: none"><li>❖ Be an active listener and learner</li><li>❖ Avoid distractions/ Stay on topic</li><li>❖ Use materials appropriately</li><li>❖ Have work done by your next scheduled class period</li></ul>	<ul style="list-style-type: none"><li>❖ Stay in assigned seats/ designated areas</li><li>❖ See something (unsafe, unkind, suspicious), say something</li><li>❖ Follow directions</li><li>❖ Keep pathways free from obstacles</li></ul>
<b>INDEPENDENT WORK/ ASSESSMENTS</b>	<ul style="list-style-type: none"><li>❖ Low/quiet voice</li><li>❖ Stay in assigned seat</li><li>❖ Follow teacher instructions</li><li>❖ Maintain academic integrity</li><li>❖ Personal devices and items secured during testing</li></ul>	<ul style="list-style-type: none"><li>❖ Study before/be prepared</li><li>❖ Budget your time</li><li>❖ Read directions thoroughly</li><li>❖ Stay focused on the task</li><li>❖ Ask teacher if you need clarification</li><li>❖ Turn in by due date &amp; time</li></ul>	<ul style="list-style-type: none"><li>❖ Use your own words and thoughts on assignments (do not plagiarize)</li><li>❖ Double check that you turned in the work &amp; attached files (if needed)</li><li>❖ Device is charged and ready to use</li><li>❖ No audio or visual recording</li></ul>
<b>ASSIGNMENT COMPLETION</b>	<ul style="list-style-type: none"><li>❖ Use academic language</li><li>❖ Turn in your best work, not the minimum</li><li>❖ Copying answers or allowing classmates to copy your work is prohibited</li></ul>	<ul style="list-style-type: none"><li>❖ Double check that you turned in the work &amp; attached files (if needed)</li><li>❖ Turn in by due date &amp; time</li><li>❖ Ask teacher if you need additional help</li></ul>	<ul style="list-style-type: none"><li>❖ Read directions thoroughly</li><li>❖ Use your own words and thoughts on assignments</li><li>❖ Talk to the instructor if you need help</li></ul>