Mrs. Cooney’s

Classroom Matrix (3 Be’s)

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|  | BERESPECTFUL | BERESPONSIBLE | BESAFE |
| CLASS SESSIONS | * Students should arrive to class on time with materials including notebook, agenda, pens, pencils, and paper.
* Students should put all electronic devices away.
* Students should dress appropriately for instruction sessions. There should be no use of hats and sunglasses during class sessions.
* Raise your hand for questions.
* Maintain a clean classroom and pick up after yourselves.
* Communication during class session should be done in ASL (unless otherwise stated).
* No cell phone use allowed during class.
* Headphones use is prohibited during class sessions.
 | * Students should participate in class discussion in American Sign Language
* Have all necessary supplies.
* Students should arrive to class early to have the appropriate amount of time to clean off their desks and sit in their assigned seat.
* Upon arriving in class, students should place their cellphone in the phone charging station to their assigned number.

 * Actively Participate by following along with signs and contributing to class discussions.
* Student desks should be clear of backpacks or personal items in order to have adequate sign space.
 | * Face masks should be worn all times in the classroom.
* Students should maintain 6 feet of distance from the instructor and fellow classmates.
* Students shall sanitize their hands upon the entire and exiting of the classroom.
* Do not share codes and passwords with others.
* Only use given codes.
* Use academic language.
* Food and drinks are not to be consumed during a class session.
* Sit in your assigned seat during each class session.
* If you are feeling unwell notify the nurse. Do not attend class with any symptoms of sickness or fever.
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| NON-ATTENDANCE DAYS | * Contact the teacher for any technical issues or errors.
* Provide screenshots and images of any error messages you may receive.
* Stay on task while completing independent work.
* Adhere to assigned deadlines.
* Contact classmates for additional support.
* Be kind and respectful while interacting with others.
* Email instructor for any points of clarification by 2:30pm. Do not wait until the last minute.
 | * Complete attendance task in order to be marked as present.
* Check Google Classroom daily for updates, information, and assignments.
* Manage your time wisely in order to meet deadlines.
* - Communicate with the instructor in a timely manner.
 | * Use approved and appropriate district sites or sites recommended by your instructor.
* Monitor your own time wisely

 * - Check your work and make sure you have submitted the assignment correctly.
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| ASSIGNMENTCOMPLETION | * Use academic language and MLA formatting when submitting work
* Make sure to have your name, date, class period, and assignment title on work that is turned in.
* Do not copy from online sources or from other classmates.
* Follow the instructions given on each assignment
* Always submit your best work.
 | * Seek clarification on questions in a timely manner and at least 24 hours before the due date.
* Keep updated on assignments posted on google classroom.
* Check your work prior to submission.
* Submit the assignment in the appropriate location.
 | * Complete your own assignment.
* Do not share responses with others.
* Use appropriate sites given by the instructor
* Give yourself enough time to turn in your assignments
* Communicate any issues prior to the due date.
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| ASSESSMENTS | * Work quietly and reframe from voicing answers.
* Always give you best work
* While recording yourself signing be aware of your sign space and have yourself in frame for the video.

 * No use of phones or any electronic devices including watches.
* No use of the bathroom during any assessment.
 | * Be mindful of time constraints.
* Study material before any assessment.
* Practice signing with a friend or partner in preparation for articulation assessments.
* Watch yourself sign in a mirror in order to utilize proper sign space.
* Ensure your device is charged and have any presentation material ready.
 | * Keep answers private.
* Do not share any information regarding any assessment with other classes.
* Do not copy and work from outside sources (do not plagiarize).
* Do not take any screenshots during an assessment.
* Read all directions carefully.
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