Mrs. Cooney’s

Classroom Matrix (3 Be’s)

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|  | BE  RESPECTFUL | BE  RESPONSIBLE | BE  SAFE |
| 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. |
| 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. |
| ASSIGNMENT  COMPLETION | * 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. |
| 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. |