Mrs. Cooney’s

Classroom Matrix (3 Be’s)

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|  | BERESPECTFUL | BERESPONSIBLE | BESAFE |
| VIRTUAL CLASS SESSIONS | * Remain on mute unless otherwise state by the instructor
* Wear appropriate clothing
* No Hats or sunglasses
* Raise hand for questions.
* Chat box should only be utilized if stated by instructor
* Communication during class session should be done in ASL (unless otherwise stated).
* Video camera must always be on during class session.
* No cell phone use allowed during class.
 | * Log onto google classroom and google meeting a few minutes before class starts in order to ensure your video is working
* Have all necessary supplies.
* Make sure to be seating at a desk or table
* Be aware of your surrounds
* Have your device is charged
* Bring a backup charger
* Sit up straight
* Make sure the camera can capture your torso, shoulders, hands, face and head.
* Actively Participate
* Keep your eyes on the screen in order to ensure you do not miss any information
 | * Do not share codes and passwords with others
* Only use given codes
* Click on trustworthy links/sites
* Use academic language
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| NON-ATTENDANCE DAYS | * Contact teacher during set office hours
* Stay on task while completing independent work.
* Adhere to assigned deadlines.
* Contact classmates for additional support
* Be kind and respectful while interaction with others.
* Email instructor for any points of clarification. Do not wait until the last minute.
 | * Complete attendance task in order to marked as present.
* Check Google Classroom daily for updates, information, and assignments.
* Manage your time wisely in order to meet deadlines.
* - Communicate with instructor in a timely matter.
 | * 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 instructors given on each assignment
* Always submit your best work.
 | * Seek clarification on questions in a timely matter 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
* No use of phones or any electronic devices including watches.
* Keep yourself on mute
* Do not use the chat feature
* Video should always be on.
* No use of bathroom during any assessment.
 | * Be mindful for time constraints
* Study material before any assessment
* Practice signing with a friend or partner in preparation to articulation assessments
* Watch yourself sign in a mirror in order to utilize proper sign space
* Ensure your device is charge 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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