Mrs. Cooney’s

Classroom Matrix (3 Be’s)

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| --- | --- | --- | --- |
|  | BE  RESPECTFUL | BE  RESPONSIBLE | BE  SAFE |
| 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 |
| 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 |
| 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 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. |
| 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 |