

# DRUMONDE CLASSROOM MATRIX

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
VIRTUAL CLASS SESSIONS	<ul style="list-style-type: none"> <li>-Start each virtual class meeting muted, only mute when teacher tells you to do so or calls on you by name</li> <li>-Keep camera on throughout all class or group meetings</li> <li>-be polite &amp; respectful to all people by staying focused on class, work &amp; learning during all meeting types, no music or other distractions, use chat box for learning purposes only, raise your virtual hand</li> </ul>	<ul style="list-style-type: none"> <li>-Log on a few minutes before class meetings</li> <li>-Participate in class meetings</li> <li>-Check sound &amp; video are working correctly &amp; device/s charged or charging</li> <li>-Have all necessary supplies ready to use</li> <li>-Be in a quiet environment whenever possible</li> <li>-Use appropriate language</li> <li>-Wear appropriate clothing</li> </ul>	<ul style="list-style-type: none"> <li>-Do NOT share codes, passwords, student ID, etc. with others</li> <li>-use your district account only for communication</li> <li>-Only use given codes</li> <li>-Use only trustworthy internet links/sites</li> <li>-Use academic language</li> <li>- No pictures or audio/ visual recording without permission</li> </ul>
NON- ATTENDANCE DAYS	<ul style="list-style-type: none"> <li>-Email teacher for help as needed but I can only reply during office hours since I'll be teaching live otherwise</li> <li>-Contact classmates during acceptable times (7 am -7 pm)</li> <li>-Be kind &amp; appropriate with peer interaction</li> </ul>	<ul style="list-style-type: none"> <li>- you MUST do attendance assignment each day, even when not in class</li> <li>-Check Google Classroom daily for materials, due dates, assignments, etc.</li> <li>-Turn in all work done by its assigned due date &amp; time</li> </ul>	<ul style="list-style-type: none"> <li>-Use your own words and thoughts on assignments (don't plagiarize)</li> <li>-Use trustworthy or given links &amp; sites for your research and work</li> <li>-Be safe when using social media &amp; limit on-screen time</li> </ul>
ASSIGNMENT COMPLETION	<ul style="list-style-type: none"> <li>-turn in your best work, don't settle for the minimum</li> <li>-don't copy classmates' work/ answers or allow classmates to copy yours</li> <li>-use appropriate academic language</li> </ul>	<ul style="list-style-type: none"> <li>-turn in by due date &amp; time through Google Classroom</li> <li>-read directions thoroughly</li> <li>-check with your classmates for clarification on assignments, work, etc.</li> <li>-ask teacher if you need additional help</li> </ul>	<ul style="list-style-type: none"> <li>-Make sure you click twice when turning in work</li> <li>- Double check that needed files are attached</li> <li>-Cite sources &amp; provide references when needed</li> <li>- don't plagiarize</li> </ul>
ASSESSMENTS	<ul style="list-style-type: none"> <li>-respect yourself, your peers &amp; teacher by putting in your best effort</li> <li>-respect yourself: get enough rest, eat well &amp; stay hydrated</li> <li>-don't copy classmates' answers &amp; don't allow classmates to copy your answers</li> </ul>	<ul style="list-style-type: none"> <li>- plan your time to give yourself enough time to study before quizzes or tests</li> <li>-read directions thoroughly &amp; follow teacher instructions</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>-No audio or visual recording or picture taking</li> <li>-Use your own words and thoughts on assignments</li> <li>- Double check that you turned in the work (click twice) &amp; files are attached, if needed</li> <li>-Make sure Device/s charged</li> </ul>