Classroom Plan

|  |  |  |
| --- | --- | --- |
| School name: Click or tap here to enter text. | Course: Click or tap here to enter text. | Support model: Choose a Model. |

²Remote model teaching teams G In person teaching teams

# School Information

|  |  |
| --- | --- |
| School Website: http://www.examplehighschool.us/  School Address: Click or tap here to enter text.  School’s Online Calendar: <http://calendar.examplehighschool.us/>  Principal Name: Click or tap here to enter text.  Partnership coordinator: Click or tap here to enter text.  Volunteer arrival time: Click or tap here to enter text. | G Parking: Where should volunteers park? Click or tap here to enter text.  ²What time should the volunteers log into the virtual classroom? Click or tap here to enter text.  Background check information. If available, link to school background check process: Click or tap here to enter text. |
| Enter Daily Check-In Procedure for Volunteers:  What door should they enter through? Do they need to check in at the office every day? Do they need to bring their ID every day? | |

# Class Information

|  |  |
| --- | --- |
| Class Meeting Days/Times: Example: Monday, Wednesday, Friday: 8:02 – 8:52, Tuesday, Thursday: 8:02 – 8:42  Expected Number of Students in Course: Click or tap here to enter text.  Student devices Computer lab or laptop procedure for students.  Is there a projector and/or smartboard? Click or tap here to enter text.  Learning Management System (LMS) Examples: Microsoft Teams, Google Classroom, Blackboard, Schoology, Canvas,  LMS Access Information URL, Access code  Class syllabus: Link to classroom syllabus | G How does the team connect a device to the projector? Click or tap here to enter text.  G Can volunteers connect to WIFI? Include network name and password here.  G Does the team have classroom speakers connected? Click or tap here to enter text.  ² What devices will students have for conferencing during lab? Webcams, microphones, headsets  ² Classroom Technology: Classroom camera, student headphones, speakers  ² Video Conference Tool: Name of the tool, (volunteers should always log into the tool) Click or tap here to enter text. |

# Notebooks

Record the team’s plan for each one below:

1. When should students use their notebooks in class? Click or tap here to enter text.
2. How often will the team check the notebooks? Who checks them and when? Is there a grade associated with notebook completeness? Click or tap here to enter text.
3. When can and should students refer to their notes (during lab? on quizzes? on tests?) Click or tap here to enter text.
4. What should students do about class notes when they miss class? Click or tap here to enter text.

# Teaching Team Communications

## Daily Handoff Plan

### Record the team’s handoff plan here:

Example: After each class, one team member will send an email update to the whole team and post the update in a running Word Online document. Sending the update is the responsibility of the team member who is not teaching the next day.

## Teaching team sync

### Record the plan for the team’s Teaching team sync here:

Example: Mr. Sample has a free period after CS every day. We’ll hold a weekly sync on Fridays during the 2nd period class: 8:55 – 9:42. The volunteers who taught that day would stay in the classroom, and any others would participate in a phone conference.

Example: The team will meet on Microsoft Teams each Sunday evening at 6:00pm

## ²Back Channel Communication:

### Record remote teaching team’s back channel during class time.

Teams in the TEALS Remote model, record how you plan to keep and maintain a back channel with volunteers and the classroom teacher during class time.

## Teaching team schedule

**Record Teaching Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Monday | Tuesday | Wednesday | Thursday | Friday |
| Classroom teacher |  |  |  |  |  |
| Volunteer |  |  |  |  |  |
| Volunteer |  |  |  |  |  |
| Volunteer |  |  |  |  |  |
| Volunteer |  |  |  |  |  |

# Teaching team scenario discussions

The following discussion prompts have been identified as crucial discussions to have prior to the beginning of the school year for teaching teams to engage to ensure success.

How will the team provide an atmosphere in the classroom that encourages focus and collaboration?

Example: We will play music preselected by the team during lab and give the students the option to dim the lights.  
Example: Students will be able to earn the privilege of selecting music that is class appropriate.

How will the teaching team ensure that each student receives support (ideally twice) during a class period?

Example: We are going to designate areas of the room for each team member. Team members will track their visits on a printed class roster or spreadsheet.  
² Example: We are going to designate a schedule of rotations through the breakout rooms during lab time. When asking students questions if they respond that they have no questions we will spend at least 2 minutes having students share their work and asking them specific questions. Team members will track their visits on a printed class roster or spreadsheet.

How will the team provide structures for students to collaborate with each other during lab work?

Example: The teaching team will use creative ways to decide groupings of students while working on projects. We will alternate between randomly decided groups of students and assigned groups of students.

²Example: Using Breakout Rooms in the video conference tool, we will move students into groups. This will give us the flexibility to match students up that are not necessarily sitting next to each other in class.

What does the team plan to do with students who are flying ahead? Be specific: who on the team will be responsible?

Example: extra credit assignments (check if this is allowed), give opportunities for advanced students to assist other students, complete additional work on online course or extension, extra textbook, work quietly on other subjects.

How will the team address students who fall behind the pace of the class?

Example: At the start of every lab, one team member will host a review session for students that feel they could use extra help. Students can opt-in to attend the review session, and we can gently suggest to individual students that they should consider attending.

# Informing parents and promoting the TEALS Program

To promote computer science education, the TEALS Program, and to inform parents that their child will have the opportunity to learn from industry professionals, we have provided a template take-home letter that we recommend using pieces of to send home at the beginning of the course. [sample take-home letter](https://aka.ms/SampleParentLetter).