



TEALS Program
 Building equitable, inclusive computer science programs in high schools

Classroom Plan

School name: Fort Cherry School District **Course & curriculum:** AP CSP **Support model:** Code.org

- Remote volunteer considerations
- In person volunteer considerations teams

School information

School website: www.fortcherry.org
 School address:
 110 Fort Cherry Road
 McDonald, PA 15057
 School's online calendar:
<https://fortcherry.esvbeta.com/Downloads/Fort%20Cherry%20District%20Calendar%202023-2024%20new%20color%20scheme.pdf?v=103>
 Principal name: Dr. Trish Craig
 Partnership coordinator name: Mr. Tom Samosky
 Background check point of contact: Ms. Pam Staley

- Parking: Where should volunteers park?
Front Visitor Parking Spaces
- Enter daily check-In procedure for volunteers:
School Issued Badge with Scanning Capabilities for Entrance
- What time should the volunteers log into the virtual classroom? 8:20am

Class information

Class meeting days/times: Daily 7:55 – 8:20am
 Class syllabus: code.org and posted on Schoology
 Expected number of students in the class: 21
 Is there a projector and/or smartboard? Yes
 Learning management system (LMS) access information: Schoology

- How can volunteers connect to WIFI?
Technology Department Set-up for daily use
- What devices will students have for conferencing during lab?
Chromebooks
- Will each student have a webcam and microphone? Yes
- Video conference tool: Google Meet

Teaching team schedule

Role	Monday	Tuesday	Wednesday	Thursday	Friday
Classroom teacher	X	X	X	X	X
Volunteer	X	X	X	X	X
Volunteer	X	X	X	X	X
Volunteer	X	X	X	X	X
Volunteer	X	X	X	X	X

Daily handoff plan

The daily handoff is an asynchronous communication intended to keep team members informed on what happened in class each day. The teaching team will set up a tool to communicate valuable time sensitive items daily. It's important that all teaching team members are included in the communication. A good best practice would be for volunteers to lead this communication and for the teacher to provide any clarifying information. Example items to report out more daily are:

- Where the class concluded the lesson.
- Students who may need support the next day on an assignment or project.
- Notable student interactions



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If the team is using a shared document, share the link here:

Teaching team sync

The teaching team sync is a live, real-time meeting to debrief the previous week and complete planning for the next week. This should be a live meeting (either in person or virtual call) that team members attend on a regular basis. We have provided a [template agenda](#) the team can use to facilitate these meetings on the TEALS Dashboard. TEALS recommends teaching teams meet once a week through the school year, team sync frequency can be adjusted as needed as the year goes on and everyone gets to know the students and classroom expectations.

<https://aka.ms/Sample-Sync>

- Where will the team meet? Google Meet or High School Room 220
- When will the team meet? 7:15 – 7:45am

Back-channel communication

Choose a communication method that will allow the teaching team to communicate privately during class time. This should be a method that the classroom teacher can monitor while managing the classroom and that will not be seen by the students. Examples could be text messaging or separate chat sessions in the virtual meeting tool.

Parent letter

To promote computer science education, the TEALS Program, and to inform parents and/or guardians that their child will have the opportunity to gain experience from industry professionals, we have provided a template take-home letter that we recommend using pieces to send home at the beginning of the course.

<https://www.fortcherry.org/Downloads/TEALS%20Letter%202023.pdf>