

Dr. Spencer's Classroom Community and Safety Plan

Facilitation & Safety

Dr. Spencer's Classroom Community and Safety Plan includes classroom norms for the virtual students and expectations for behaviors. The procedures are followed daily by Dr. Spencer and are in place for the Para-Professional or a substitute teacher to follow when facilitating. The facilitation and safety plans can be updated to reflect new information and precautions as necessary.

Building a relationship with the students from the beginning of the year has allowed certain students to be more comfortable in speaking directly to the teacher. When each student arrives in the lobby and are admitted into the classroom virtually, the teacher will say "Good Morning" by name. Students are expected to speak or reply to indicate their presence.

To begin the class, the teacher will make sure the students are engaged by calling their names and asking for volunteers to read or to explain their answers. Engagement will also be facilitated during the PowerPoint presentation. Students are instructed to place the letters "BRB" in the chat to alert the teacher that they are going to be right back. This can be for the restroom, to go pick up their lunch from the lunch bus delivery, or something else. This cuts down on interruptions and distractions from detracting attention in our learning environment. I tell the students that they can take one or two minutes to go and to return.

Small group instruction is available every day at 2:45pm based on the class. Students can utilize this time for deeper understanding, to assist in finding lessons, and to have questions answered. Teacher will provide a positive learning environment and continue our classroom culture of equity and celebration of students answering and speaking up whether they are wrong or right. We typically give everyone who participated a hand clap at the end of the discussion.

Below is a list of norms and safety precautions for the classroom.

- For online students, students will observe the protocol we established at the beginning of the year. Cameras do not have to be turned on, yet they are encouraged. Microphones will be muted unless the student is responding to the teacher. The chat box will only be used to discuss aspects of the course, and students will use appropriate language when posting in chat.
- For in-class Face 2 Face Students we will observe Rockdale County's Covid-19 policy. Students and teachers will always wear masks, and all students and teachers will remain a distance of at least 6 feet apart. Students and teachers will not be allowed to share supplies, so students must have their own supplies for the class. Students will clean and sanitize desks at the end of each class period.
- Desks are arranged in groups of two six feet apart for contact tracing. However, only one person will be allowed to sit at each group of desks due to Covid-19 regulations.
- Students will be required to adhere to classroom norms that are posted within the classroom.

- Disruptions will be handled according to Memorial Middle School's discipline procedures.
- Lesson Plans and readings will be posted in online learning platform.
- To ensure engagement, teacher will call on both virtual and in-person students to answer questions.
- Students will use the chat box appropriately to ask or answer questions during the learning session.
- Students will be present and fully engaged in the learning sessions by having their videos on and their mics muted- with the opportunity to unmute to engage in discussions and ask & answer questions.
- Students will ask questions by using the chat feature or interact using the reaction buttons located to the bottom of the screen.
- PBIS will be used for reinforcement of classroom norms.
- Parents will assist virtual students in preparing for Laboratory and Experiments observing safety precautions, providing supplies from supply list, for surface protection and cleaning using child friendly materials.
- For Science Laboratory- clothing, eye and face protectors will be worn if needed. Clean up time will be allowed at the closure of the class.
- Teacher and Students will follow all instruction, drills and requirements given by the School Safety Officer.