

Establishing Routines (Secondary Level)

Routines are the backbone of daily classroom life. They facilitate teaching and learning by making the classroom comfortable and predictable. Routines don't just make your life easier; they also save valuable classroom time. And what's most important, efficient routines make it easier for students to learn and achieve more

- 1. What will you do to stop/start students in activity?**
 - Stop/start the music
 - Blow whistle and say freeze (students should stop and listen)
 - Say “begin” or “go.”
 - Use a different start/stop signal
 - Use mic hooked up to speakers
 - Count down
- 2. What type of warm-up activities will do/use? Different or structured the same each class period?**
 - Board with grade level & picture of activity
 - Quick lap around the gym followed by stretching
 - Squad groups (posted or get from teacher)
 - Individualized warm based on Fitnessgram results
 - Task cards for different squads
 - Stations (maybe related to health related fitness)
- 3. How will you deal with the ever-pervasive question of “What are we doing today”?**
 - White board with information
 - Specify which teacher, the activity, required dress, reporting location, special instructions such as bring pen/paper etc)
 - Pictures of activities
 - Forecast the next day’s lesson ahead the day before you teach it
- 4. How will you deal with unprepared or out of dress students?**
 - Students complete a full page of notes including the objectives of the lesson, teaching procedures, strategies for success and other factors
 - Assignment is completed in the library or on the side of the gym in pre-determined locations. If multiple students are unprepared, they may not sit near one another.
 - Teacher may also send students to library where they must complete an assignment stored with the librarian. You could include in your website assignments for unprepared students.
 - 1st instance = zero grade, 2nd instance = writing assignment, 3rd instance = call home.
 - Complete a chapter reading and answer the related questions at the end.
- 5. What will you do with long-term medical absences (> 3 classes)?**
 - Notes given upon arrival/return to class
 - Notes must include a signature, phone #, and address
 - Ask what material was covered
 - Make-up the class by attending an additional class during study hall, completing an assignment outside-of-class, working out in the weight room before/after school for 45 minutes, or completing a written assignment.
 - Make-ups must be completed within one week of the absence.
 - Individualized assignment based on unit and student

6. **How will you handle missing classes (Attendance)?**
 - Choices:
 - Complete attendance while students are in activity (warm-up usually)
 - Squad leaders report attendance to you which you verify.
 - Use squad formation and student-assistant does it or teacher does it
 - Avoid asking the students who is missing or having students check their names off on a list...students will take advantage of it.
7. **What are students supposed to do while waiting for next period? Where are they expected to be or go to?**
 - Choices
 - Remain in locker room until bell rings
 - May leave locker room after changed but must stay in hallway behind pre-determined line
 - Students may inquire about daily grade (skill test, level of involvement, Hellison's model, etc)
 - Trivia – cross curricular
8. **What will be your procedures be for written quizzes/exams?**
 - Students must bring their own pen/pencil
 - Pay attention to activity board because students may not be required to change.
 - Students must sit in grid on floor
 - Have reviews ahead of time: ex. Interactive PP games (Jeopardy; Who Wants to Be a Millionaire)
9. **What locker room procedures will you have?**
 - Students assigned locker and lock (cost \$4)
 - 5 minutes to change, must be in gym sitting on assigned grid location, not wandering around the gym.
 - Wait in locker room until everyone finished
 - Come out when finished
 - Wait in gym
 - Provide activity
 - Lock up everything (don't bring valuables)
 - Locker rooms closed during PE
 - Conduct in locker room
10. **What are your procedures for students who are late for class (Tardiness)?**
 - Require hall pass or note
 - Don't have, lose ½ credit for the day
 - 2nd time: receive zero and complete writing assignment
 - 3rd: prior with call home
 - Writing assignment: post online
 - Locker room closed, automatic zero & assignment
 - Excusal note
11. **What's your policy for using the bathroom?**
 - Only in emergency
 - One at a time
 - Must "go" during locker time
 - Must ask permission of teacher
 - Specify the bathroom (nearest non-locker)
 - How long (5 minutes tops)
12. **Keep Going...What are other important routines you want your students to know?**