LIST OF CLASS ROUTINES

B(3) Create a supportive and safe learning environment for students

Teacher **F ▶ C U S**

Effective teachers use different routines to manage their class. Below are some examples of effective routines you can use in your classroom. You do not need to use them all, choose the routines that will be helpful in your class.

ENTRY ROUTINES

- Greet your students at the door; this will help you set the tone of your class and check how each student is doing.

- You can make attendance fun by having students respond to an interesting question.

For example:

- What is your favorite animal, color, food, music, book, sport, or hobby?
- Do you prefer coconut or pineapple?
- Name a city in Myanmar
- Do you notice any differences in the class today?
- Have a warm-up question (or questions) written on the board for students to work on when they enter the class

GETTING STUDENTS' ATTENTION

Use an Attention Grabber

- When the teacher puts their hands on their head or puts a finger on their nose, the students mimic and are silent.
- When the teacher hits something to make a sound, the students will return to doing their own work.
- When the teacher puts their hand in the air and counts down "5, 4, 3, 2, 1" the students become silent.
- When the teacher claps a pattern, the students need to repeat it.
- When the class is noisy, the teacher can stop teaching and stay silent until the students refocus and pay attention.

HANDING OUT AND COLLECTING PAPERS

THE HANDOUT

- Give one student all the handouts, then time students to see how fast they can pass papers out.
- Wait at the door and pass out papers as students enter the class.
- Have a Row Race or Table Race; the first group finished receives a reward.
- Choose a student leader to hand out the papers.

COLLECTORS

- Have a collection box or location where students submit completed work.
- Collect homework with daily attendance.

KEEPING STUDENTS' FOCUS

Refocusing Techniques
- When a student misbehaves or is distracted, look at them and say their name. Let the student know that you see them, then continue with the lesson.
- Give students 30 seconds to stand up stretch and move around a little bit.
- Move students' seats to interact with new groups
- Work with a partner – If you have been teaching for a long time, give the students some time to review the material with a friend or answer some questions together.

STUDENT RESPONSE

To Ask a Question or Answer a Question

- Students raise their hands quietly.
- The teacher can choose a student to answer.

LATE ASSIGNMENTS

Have Clear Expectations and Consequences
- Each day late is -5%.
- Each day late is one letter grade lower (A to B)
- After 3 days, the teacher will not accept a late assignment.
- If an assignment is late, the student receives additional work.
- If the student didn't complete homework, s/he must work on it during lunch or break time.
- Students get a bonus if all work for the week is submitted on time.

QUICK CLASS-WIDE ASSESSMENT

Assess Without Tests
- Five Fingers: Ask the class how they feel about their level of understanding. Students raise their hands with fingers representing their confidence. 1 = Low, 5 = Very high
- Thumbs Up, Middle, Thumbs Down: Ask the class a yes/no question. Students answer using their thumbs.
- Quick Nod: Ask a yes/no question; students answer by shaking their head.
- If a review point is correct, students stand up; and if incorrect, students sit down.
- Point to the Answer: Place the answers at different places in the room, and let students point at the correct answer.

STUDENTS ABSENT FOR A TEST

Test Policy if a Student is Absent

- Take test after school
- Take test before school
- Take test during lunch
- During the next class, the student sits at the back of the room to take the test

EXIT ROUTINES

Exit Expectations
- Clean Space: Students can't leave until their desk is clean.
- Completed Work: Students can leave when they show their work is done.
- Hardest Working: The teacher chooses the hardest working students to leave first.
- Quiet & Ready: Students who are sitting quietly are chosen to leave first.