

SAUSD TIPS CONFERENCE - Round table discussion

Classroom Routines + Procedures:

Tips for the Secondary Classroom by Deborah Park

Social Media Presence



Secondary students are on Instagram and Snapchat all the time, so meet them there! Create a snapchat or Instagram account for your classroom (not your personal one!). Include pictures of the whiteboard, screenshots of your class slides or agenda, or any other important information that you'd like your students to be able to access. Even better, include homework tips or hints for the next quiz on your stories or have a Follow Friday post where you encourage kids to follow educational sites, museums, or other inspirational resources. Include book recommendations, create polls that impact your classroom, remind students and parents about important upcoming deadlines or events, and engage your students in a positive way through social media. You should also make your account "public," so students who do not have social media accounts can still access your posts.

Goal Setting (*editable template on our Padlet - see the last column*)



Create a goal-oriented classroom culture by having students create S.M.A.R.T. goals several times a year (every 6 weeks or at the beginning of each semester). Be sure to include time for reflections on one's progress throughout the year as well. Students should be encouraged to create one academic goal and one personal goal for themselves. Create one professional and one personal goal yourself and present them to the class, making the class be held responsible for keeping you (their teacher) accountable. Document your growth and be honest about the journey. Allow students to present their own journeys with their groups or classmates.

Growth Mindset in Action



Allow for students to improve projects, assessments, and writing assignments (big assignments that impact their grade) by giving students the option of a 'second submission date.' This provides students with tangible ways to want to improve their work and teaches them about revision, improvement, and growth. You'll be surprised to see how many kids take you up on this completely optional offer.

Group Score Sheets (*editable template on our Padlet - see the last column*)



If your students are seated in groups, create a group score sheet. On that sheet, include areas where students can document points for assignments that are about completion with collective revision, such as homework, warm-ups, notecards, etc... These points can be added up at the end of each grading period, giving you some relief from grading non-essential items that still deserve some points. You can also add a section on students' self assessment of their academic discourse, participation, and behavior for the week. Students grade their own participation and behavior, giving them ownership over their actions.

CLASS versus CLASS



Have your class periods compete against each other for "positive points," which can be gained through positive substitute notes, 100% homework submission, meeting growth targets on assessments, showing exemplary behavioral or academic achievement, and so much more. Students like to watch their progress and see which classes are in the lead. You can attach special rewards to the winning classes every 6 weeks or each semester. It can be a cute ice cream party, a donut party, or a "bring your own hot cheetos and sit wherever you want for a day" reward, or something fun your students can come up with.

Tech Support Squad



Empower your tech-savvy students to be the 'go-to' tech squad in your classroom. If students are having trouble attaching an assignment on Classroom, finding the correct module on Canvas, or changing the resolution on their devices, you can depend on your students to help each other before coming to you. Most times, your students will be able to resolve their issues on their own.

Birthday Secretary



At the beginning of the year, print out an Aeries report of all birthdays per month. Then, designate one birthday secretary per class and have that person be the one to give out pre-printed birthday cards and a piece of candy on a student's birthday. This way, each child is celebrated throughout the year. Making each child feel special and valued can positively impact your classroom environment. Celebrate late summer birthdays during the first two weeks of school and early summer birthdays during the last week of school.

Wireless Doorbell



Need to get your students' attention without using your voice? Hang this wireless doorbell on your lanyard OR velcro it to your desk! Get students' attention with the click of a button. It's louder and has more sound variations than your typical bell. It costs around \$17 on Amazon and it works! bit.ly/wirelessbell

Attendance Secretary



Students (especially disruptive ones) are capable of being responsible for many jobs in your classroom. Have a student in your class be in charge of taking attendance (not on Aeries, of course). Create a simple roster (with only the students' names and no other data) and laminate it or put it in a plastic sleeve. Have a designated student use a dry-erase or vis-a-vis marker and be in charge of reporting which kids are absent to you. This is a great reminder for you to take attendance on Aeries and takes away one small responsibility at the beginning of class.

Absent Files



Create a corner of your class where you have all the papers filed away in a mini filing box with leftover handouts from each day. Replenish and clean out this stash each six weeks. This allows for students to directly go to this corner to find their make-up work if they were absent, and it minimizes having to do yet another task while getting your class started.

45 degrees



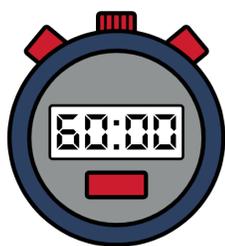
When you are speaking or giving directions in front of the class, and you need your students' attention, create a system in which you say "45 degrees," prompting all students to close their Chromebooks to a 45 degree angle. This way, they do not have the distraction of their screens when you need them to look at the board or at you. This should become an automatic response over time.

Class Slides (*editable templates are provided on our Padlet - see the last column*)



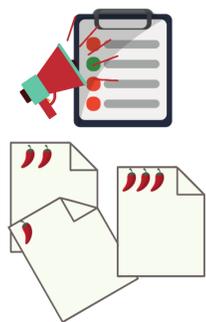
Create a **Google slide show** for the class. It works well to do this in 6-week chunks. The slide show usually includes the date, a ‘to-do’ list (which may include what supplies to take out), as well as the agenda for the day (classwork and homework). These slides should be up before students walk into the classroom and there should also be a timer on the slide, so students know how long they have until they have to finish writing down the agenda and taking out their materials. It’s also a great idea to create a “bit.ly” or a link to these slides on your Google Classroom or Canvas course, so that students can access these slides even when they are absent. Another important aspect of class slides is that you can add “warm-ups” or “do-nows” at the beginning of the class, so that students can get in the zone of learning, or review concepts from the previous lesson, and gauge their prior knowledge of a new concept. It is all accessible for your students even if there is a substitute teacher that day. Creating a set of 30 days worth of class slides (6 week grading period) takes about 20 minutes to write out the dates, and maybe 30 minutes at the beginning of each week to write out the classwork/homework, but it makes the beginning of each day so smooth and is totally worth it. Another tool is classroomscreen.com

Timers



Make everything in your classroom timed, including the time it takes for students to walk into class, take a seat, take out their materials, and look like they are ready to start the day. Practice this and encourage students to “beat their time” each day. For example, you may want to give kids 7 minutes in the beginning, but slowly decrease the time to 3 minutes after the bell. By creating a timed routine, students will start getting in the habit of starting the class in a timely manner. Be very consistent with your routines! When you have times for “pair share” or “group work,” or even completing a classwork assignment independently, it is very important to have timers! You can embed YouTube timers onto your Google slide show, or you can use Class Slides.

Voice and Choice



Always bring in students’ ability to choose their learning journey in any way that you can. This means giving students choices for writing prompts, reading logs, warm-ups, performance tasks, projects, homework, note-taking, etc... Giving students options provides students with opportunities to showcase what they feel they are good at, which will impact their motivation. Furthermore, create levels where students can voluntarily choose their challenge. This can be done by creating levels of “mild, spicy, and fire” which indicates the level of rigor that students can choose to challenge themselves with. The “mild” should always be at grade level with extra scaffolds, while “fire” can be something for your gifted students that will feel challenging to them. You’ll be surprised at how many students want to try the “fire” level assignments!

Student Records Binder for discipline, parent communication, and interventions (*templates on padlet*)



Designate a 2-inch binder per class period where each child has their own page, which includes their parent’s contact information, parent signature of your syllabus, a communication log, a discipline record, and a tutoring record. Have students fill everything out at the beginning of the year and use cardstock paper if you can. Use this binder for documenting everything. Each time a child’s parent has a phone or email correspondence with you, write it down on the same paper. When a child attends tutoring, have the child write down the date in this binder. Use this binder to keep track of everything by having it all on a single page. This way, when you have parent meetings, or need to submit information to the counselors on your interventions or supports, you have everything in one place. *A template for this Student Record Sheet, as well as a template for School Appointments (detentions, study hall, office hours, and tutoring) are provided on the padlet.*

Behavior Monitoring Contract (*a template is available on the padlet*)

Erick's Strike-Out Record Sheet

Each day, Erick will start off with 5 GOOD points!
Then, every time that Erick misbehaves, is inappropriate, immature, disruptive to his own or other students' learning, or is not on task after many warnings, he will get a point marked off for the week. The purpose of the record sheet is to promote positive behavior and growth. We will try this for 6 weeks and continue it if the behavior does not improve. However, we know that the behavior WILL improve! Mr. Park believes in Erick!

If Erick reaches 0 points by the end of each week, several things can happen:
1. A phone call home and a parent letter that Erick must write.
2. An "N" for citizenship on his report card.
3. ODR: Referral to the office to speak with an administrator.
4. Possible removal from the class.

I agree to these terms and conditions:
Is Erick's parent/guardian informed? _____
Erick Turner K. _____ Mr. Park K. _____

FIRST WEEK:	Week of _____ to _____	GOOD	GOOD	GOOD	GOOD	GOOD
SECOND WEEK:	Week of _____ to _____	GOOD	GOOD	GOOD	GOOD	GOOD
THIRD WEEK:	Week of _____ to _____	GOOD	GOOD	GOOD	GOOD	GOOD
FOURTH WEEK:	Week of _____ to _____	GOOD	GOOD	GOOD	GOOD	GOOD
FIFTH WEEK:	Week of _____ to _____	GOOD	GOOD	GOOD	GOOD	GOOD
SIXTH WEEK:	Week of _____ to _____	GOOD	GOOD	GOOD	GOOD	GOOD

For students who are consistently disruptive, irresponsible, or disrespectful, have a meeting with them where you present them with a contract. Be sure to communicate with their parent or guardian about this contract. There are several methods to doing this, but what works well is creating a positive point system where a student starts off each class with a set number of points (such as 5 GOOD points). Over the course of the week when the student is being disruptive, irresponsible, or disrespectful, communicate with the student about having to take off one of those points. At the end of the 6 week grading period, review the sheet with the student and determine if a new contract should be created. Of course, if a student's behavior is a 'major' offense that should be handled through the admin team, then you must submit an "ODR" for that child. Some consequences for losing all three points may include detention time, phone call home, an ODR, loss of privileges, etc...

Post your Sub Plans Now



Create sub plans that do not require paper, copying, or worrying. It's always a great idea to create educational lessons that students can access on Google Classroom or Canvas at the beginning of each 6 week grading period or semester. On Google Classroom, create a "TOPIC" called "If there is a Sub" and post 2-3 assignments there. Explain to the students what this section is for and to not do the assignment unless there is a substitute teacher. If you are on Canvas, do the same by creating a module that has a cache of assignments students can complete when you are out. Being prepared will give you peace of mind when you are very sick or have an emergency, and it reduces lost instructional time to movies or crossword puzzles that may not be the best for your students' learning.

Engaging Direct Instruction



Although we want to limit our direct instruction, there are times when it is necessary. In these situations, using tools like polls, discussion prompts, and opportunities for feedback can help make your lectures more appealing. **Peardeck** is an awesome resource that is a Google add-on feature for your Google Slides. You can embed polls, commenting, and other features into your Google Slides presentations, which makes the instruction more engaging, and provides opportunities for your students to have their voices heard in addition to yours.

Display student work through QR Codes



Posting your students' most up-to-date work takes a lot of time and is not possible when you have 160 students on your roster. However, posting QR codes that link to students' websites is an effective solution. At the beginning of the year, have students post their picture, a favorite quote, and a QR code to their Weebly site or Google site, and print these out. Using Google slides ensures that they all look professional, but you can also have students use notecards. Then, display these QR codes on your bulletins. When visitors come into your classroom, they can scan the QR code and be directed to your students' websites, where students can post photographs of their projects, links to their essays throughout the year, write blog posts about their learning, reflection posts about their goals, etc... It is always "up-to-date" and you do not have to re-do your bulletins! It is important, however, to give students time and make it an expectation of the course to consistently post on the Google or Weebly site.

Create a yearly theme!



Creating a motto or theme for the school year helps create a cohesive thematic environment for your students. One year, it was "I think, therefore I am." Another year, it was "Let's grow!" Have your students be part of creating ways that the class can practice and apply the theme into learning. Find ways to connect the theme to the lessons, texts, and content that you are teaching. Have students reflect on these themes and incorporate discussion time to allow students to process what it means and how the class has been doing in living out that theme.

