

# Training Routines for Beginners

This is not an exhaustive list. There are many more routines that you will have to train your beginners on. These routines are a good place to start though. You can focus on one or two routines a day. Show them how to do the routine, then have them practice over and over again until they are able to do it correctly. Then going forward, students get points or get to participate in games for following the routines. Training your students well on routines makes your life as a teacher exponentially easier.

## 1. How to Start Class

Students come in, put their homework and communication books on the teacher's desk, get a book, sit properly and read.

## 2. How to Line Up

Students stand up, push in their chairs and walk over to line up. Each student stands quietly with their hands at their sides. Anyone who does not, goes back to their seats and tries again.

## 3. How to Get a Book

Students line up and take turns choosing a book. When they put a book back, they put it back nicely. They don't throw it on top or smash it in. The last student straightens up the books.

## 4. What to Do When You Finish

When a student finishes an assignment before the other students, they take a book and read or one of the extra worksheets the teacher provided or do some other teacher-designated activity while they wait.

## 5. How to Solve Conflicts

Any time two students want the same colored pencil, or same game piece, or can't agree on something, they say, "Don't fight. Paper, Scissors, Stone."

## 6. How to Be Polite

Students should know and practice using the words "Excuse me, please" when going around someone, "Please" when they ask for something, and "Thank you" when someone helps them.

## 7. How to Practice

When you practice something like spelling, or vocabulary words, or sentences, you open your book, read it and spell it (if spelling) and then close the book and try writing it or saying it from memory.

## 8. How to Help

Teacher helpers help by saying something one time, then the student repeats it one time with their book open and one time with their book closed. The helper must talk kindly and patiently.