



## Middle and High School Programs Helpful Hints

### Preparing for Success

- **Prepare** before you go into the classroom!
- **Sign in** at the main office each time you visit the school.
- **Be Prepared** before you go into the classroom. Ready activity plans, organize kit materials, etc.
- **Use** your “Guide for Consultants” and make activities FUN for your students.
- **Discuss** with your teacher how to adapt lessons to meet learning needs. There are different learning abilities among students.
- Secure student roster from the teacher to make certificates (for last visit).

### In the Classroom

#### **Group Activities**

ALWAYS ASK the teacher to divide the class into groups for the activities. Teachers know which students work well together. Noting the “need to group students” prior to the beginning of the lesson is helpful to the teacher. Also, since you are dealing with middle and high school students, you might not always need to have them in small groups to do some of the activities. Discuss the options of small group vs. entire classroom with the teacher.

#### **Working with Students**

- Use an opening question to test students’ background knowledge.
- Brainstorm words to go with each lesson.
- Encourage all students to give answers loudly and clearly enough for everyone to hear. Rephrasing their answers, not repeating them, is helpful. Thus, the student “owns” his/her answer.
- When asking questions during a lesson, be sure to allow for reflection or “wait time” for the students to respond before moving on or answering the question yourself.
- Encourage everyone to participate. Use such phrases as “Now we are going to...” rather than “Would everyone like to...” as you begin activities.
- Emphasize at each visit how you use math, spelling, reading, and language arts at work every day.
- During your time in the classroom, please take the opportunity to demonstrate the basics of business etiquette. (Some examples include introducing others, making eye-contact, respectfully addressing others, punctuality, presentation skills, the importance of volunteering, etc.).

#### **Other Considerations**

- Plan a graduation party at the last session. While gifts are optional, students appreciate food treats, pencils, or anything you bring. Be sure to bring the same treat for every student; choices become a headache. Ask the teacher if there are special circumstances (allergies, diabetic, etc.). **Many schools have food restrictions. Please check with your classroom teacher before bringing in edible treats.**
- Present students with certificates upon completion of the program. Templates for printing the certificates can be found at: <http://www.jabrand.org>.

## Snacks & Treats

Most schools are “nut-free” zones, therefore we ask you to review our safe candies list before bringing in food/candy for students. Some safe candies are Skittles, Starburst fruit chews, Twizzlers, Smarties, Tootsie Rolls, Dum Dum Lollipops, and Rolos.

For a full list of safe candies, which means they do not contain any type of nuts and were not created in a factory where nut items are processed check web sites such as [www.peanutfreezone.com](http://www.peanutfreezone.com) or [www.peanutallergy.com](http://www.peanutallergy.com).

## Teaching Ideas

- **Rating Scale** – have students rate how things are going or their level of understanding. Use a thumbs up / thumbs down system or have them rank 1 – 5, bad to good, to indicate their rating.
- **Think, Pair, Share** – ask students a question. Allow them to think about their response individually, discuss their responses in pairs, and then share with a small group or the entire class.
- **Wrapping up the Lesson** – ask two questions or ask for two comments/observations about the day. Ask for three responses for each, limiting the students’ answers to one word, one sentence, or one short phrase.