

## **Ray School French Club Guidelines**

September 2005

1. Everything should be said in French, then translated to English, if necessary. Let's try to have more French in the club, and less English.
2. French Club students need to speak more. Each student should repeat new vocabulary at least 3 times. Research indicates students need to repeat words or phrases at least three times for absorption.
3. Groups need to be small - 7 students or less per staff person. Group composition should be made, if possible, by the teacher, perhaps based on level, and mixed up occasionally.
4. Minimize large group time. Perhaps one group song or a game of "Simon dit" or a game of "Red Rover" outside.
5. Teachers need to tell staff what to do and which group to do it with. Don't be afraid to be direct with the aides and parent volunteers.
6. Teachers should not leave the classroom for any reason – snack, photocopying, talk with parents, get flash cards, etc. Use the aides or parent volunteers for this.
7. There is to be zero tolerance for yelling, running inside, standing on furniture, rocking back in chairs, touching or taking anything from the classroom that does not belong to the French Club. This will indeed require constant "nagging" but is necessary for us to keep our space in the Ray School and for safety.
8. Staff discussions should not be held during Club time. Do it before or after. Most aides and parent volunteers get to the classrooms by 2:35, and can stay 5 or 10 minutes after.
9. Lesson plans need to be reviewed and understood before club. If unclear about the plan, aides and volunteers need to contact their teacher before club to clarify.
10. Each classroom should have a greeter. The designated person, preferably a staff person who knows most, if not all the students should greet students as they enter the library or other French Club classrooms, calm them down, and send them to the designated spot.
11. Encourage children to make suggestions for classroom and outdoor French activities. Perhaps set aside time to allow the children to share with their teacher/aide in small groups what they found to be most interesting, helpful, etc., and what they would like to do more or less of.
12. At the end of Club, the teachers should shake hands and say "au revoir" to each student.