Procedures for the Classroom
Middle School and High School English
By Sheila Young

1. **Entering the room** – Enter quietly and politely; remove your hat if you're wearing one; don't interrupt other students; follow the appropriate procedures for each time of day (e.g., morning, after lunch, after a special class).

2. **Leaving the room** – Tell me where you are going; take the correct hall pass; do not run or play in the hallways or restrooms. Students are not allowed out of the classroom without permission.

3. **Beginning of class** – Warm-ups: You need to be ready to work when the bell rings. You should start the warm-up on the overhead projector without my intervention. This is a time when I take attendance. The warm-up will be up only a limited amount of time, so copy and correct sentences quickly.

4. **Being tardy** – Unexcused tardiness: You are expected to enter quietly, will write your name on the detention list, and you will have to stay after class so I can talk to you about being tardy. Excused tardies are exempt. After three tardies within six weeks, according to school policy, the student will be written up. All late students are expected to have a seat and take out materials. I will point them to the board for the appropriate assignment.

5. **Class dismissal** – Clean off your desk; leave out your work notebook; pick up any trash or books from around your desk; be in your seats and wait quietly. I dismiss you, not the bell. Do not start packing up prior to the bell. Wait until I finish talking, walk to the door and officially dismiss you with: Have a nice day!

6. **Taking out/putting away/caring for supplies** – Recap markers and glue; clean up all supplies and put them in its assigned place.

7. **Participating in group-work** – Move to your assigned group quietly and quickly. Take all the materials you will need; greet each other; complete the task doing your personal best; make sure each person signs the project; thank the others in your group before you separate. There will be designated areas depending on the group you are in. Keep your voice level low as not to disturb the group beside you. (I will explain this one in more detail and we will practice this procedure as we will use it often.)

8. **Obtaining help with assignments** – Quietly ask the nearest person for help with directions if you need it; if this is an independent
project do not ask your neighbor for the answers (that is a form of cheating, raise your hand to get help from me; if you are working with a group, ask them for help in understanding how you do the assignment before asking me.

9. **Handing in finished work/homework** – Make sure your name, date and class period is on your paper in the right-hand corner; place your paper upside down in the "finished work" basket. I will take the papers up at the beginning of class.

10. **What to do with unfinished work** – If I ask for work to be turned in, let me know if it isn't finished; if I ask you to keep an unfinished project, put it in your class work folder. Do not put in the finished slot on my desk if not complete.

11. **When and how to use the school’s restroom** – If I am teaching the whole group do not ask to go to the bathroom unless it is an emergency; if I say "no," wait for a better class time to go; if I nod, leave the room quietly; do not waste time; return to class promptly before two minutes have passed. Please collect the bathroom pass before leaving. There is a girl pass and a boy pass. Usually only one is allowed to go at the time. Also I only allow four bathroom passes per semester and each bathroom pass is worth 10 extra credit points. (Note emergencies are the exception.)

**Going to your locker, getting water and visiting the media center alone** – These visits will be taken on an as needed basis. No student will be allowed to go while I am giving class instruction or during group work. All hands are needed.

12. **When and how to use the pencil sharpener** – At the beginning of each assignment, the person I’ve chosen to be the "Pencil Sharpener" will invite you to have him or her sharpen your pencil; if your pencil breaks during an assignment, use a community pencil; only the "Pencil Sharpener" can run the sharpener and empty it.

13. **Being a classroom helper; learning a classroom job** – If you get a job on Monday, see the person who did the job last week during silent reading time, ask him or her for the job description card, and have him or her help you on the first day. For the rest of the week, it is your responsibility to remember to do your job.

14. **Using the classroom library** – When I am not teaching the whole group, you may check out a book. To do so, select a book (you only have three minutes at the class library) and sign out the book on the sign-out sheet. Take good care of the book; when you are finished, return the book to the shelf and check it off the list. (Note
this is done on the honor system. Students are expected to return books.)

15. Getting a tissue – You may get a tissue from the designated area whenever you need one; you don't even have to ask; throw the used tissue away immediately; make sure it lands in the trash can; get right back to work. (Don’t abuse this privilege – meaning only one visit per class – unless there other circumstances that would require you to need more.)

16. Throwing away trash – You may throw away trash if I am not teaching the whole group; do not play basketball with your trash; make sure all trash lands in the can; pick up trash even if it isn't yours.

17. Pledge – When you hear/see the signal, stop what you're doing immediately and stand up; place your right hand over your heart; say the Pledge of Allegiance respectfully; during the 30 seconds of silence, quietly think about the things you want to learn today and how you will act in class and on the playground.

18. Visitors in the classroom – When visitors enter the room, let the designated classroom "host" or "hostess" greet them; when the host or hostess rings the chimes, get ready to listen to and look at the visitor — a smile is great!; when the host or hostess introduces the visitor, say, "Welcome to our class, __________"; remember, most visitors are here to watch you learn, so be ready to explain what you are working on; treat visitors respectfully.

19. Fire drill – Stop everything; stand up and head for the door quickly, but without running or pushing; do not make any side trips; wait patiently, calmly, and quietly in line outside until we are allowed to go back to what we were doing.

20. Signal for attention – When I need your attention, I will stand in front of the class, raise my hand, wait for everyone to be quiet; begin speaking. Please stop whatever you are doing, do not talk, look at me, and listen for directions.

21. Helping other students – In a cooperative classroom, it is good to help one another; if someone needs help with directions or reading an assignment, help him or her if you are able; if someone needs help with understanding the problem, tell him or her to ask me for help; never put down another student who asks for help.

22. Keeping Organized – Bring all books and materials to class and take what you should with you when you leave. This classroom is not your personal locker room. Please be respectful; there are other
students who come to this class besides you.

23. What to do during free time – If you finish an assignment, first work on any unfinished assignments from your work notebook; when you finish those, you may choose to do your classroom job, read a book, write a story, illustrate a book, work on a research project, peer-tutor someone who needs your help, or create a poem about what the class is studying.

24. Following directions – Please follow directions the first time they are given. If you were not paying attention, you do have the opportunity to look on the board for the assignment. Please do not interrupt the class by asking what page?!

25. Turning in papers – You will pass papers up and to your left. The student on the outside row will then pass them forward. If some students are not finished with their worksheet papers, they can finish them during class if appropriate and turn them in the appropriate slot on my desk before they leave.

26. Scheduled checkout – Please let me know as you enter the room if you will be leaving before class is over. Pack your materials when you are scheduled to leave, make sure you have copied down assignments. If is an emergency, quickly get my attention.

27. Computers and other media equipment – You are not allowed on the computers without my permission. You need to be on task and if a computer assignment is given, ample time will be given for you to do your work.

28. No whining zone – I have high expectations for you!

29. Severe behavior clause – Any student who uses profanity, fights, damages school property (this includes the property of the teacher and other students), or is disrespectful (as defined by the teacher) will be sent to the office immediately.

30. Classroom discussions – Please participate; it counts as a grade. Make all questions relevant to the current discussion. If your question is off the topic, write it down and ask me later.