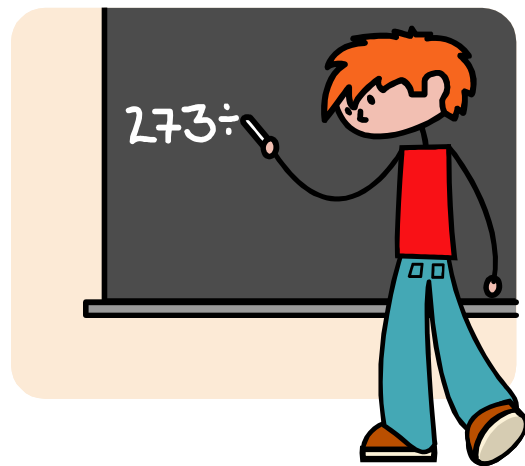


# Procedures and Systems in the High School Classroom



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### Key Takeaways:

- ☐ Classroom procedures and systems ARE necessary in a high school classroom, despite the fact that students are older.
- ☐ High school students need to be taught procedures in the same way that younger students do.
- ☐ Teaching your students procedures on the front-end will make your entire year run more smoothly as students will be familiar with both daily and special-circumstance procedures and be ready to utilize them as need arises.
- ☐ Students need to be taught these procedures in a deliberate and structured fashion so that they can carry them out when it is time to use them.

### Common Misconceptions about High School Procedures:

1. Students have archetypes about the way classrooms should run and will instinctively know what to do.
2. Students are too old or mature to have structured procedures imposed upon them.
3. Teaching students procedures will make me appear to be “Type A” or rigid and my students will not like me.

## Everyday Procedures

Student Action	Procedure A:	Procedure B:	Hints/Notes/Things to Consider:
Entering the Classroom	<ol style="list-style-type: none"> <li>1. Shake the teacher's hand and greet her politely before entering the room.</li> <li>2. Retrieve your folder from you class's basket or from the student responsible for handing out folders.</li> <li>3. Proceed to your assigned seat and sit down.</li> <li>4. Have only your folder, pencil or black ink pen, and DO NOW activity on your desk.</li> <li>5. Begin work on your DO NOW activity. The DO NOW will always be projected onto the screen at the front of the room. You are to work on your DO NOW <u>silently</u> and <u>independently</u>.</li> <li>6. This entire process should be SILENT. This is crucial to beginning our class with a focus on learning and achieving our mastery goals.</li> </ol>	<ol style="list-style-type: none"> <li>1. Once you have entered the classroom and begin work on your DO NOW activity, The teacher will release groups by teams to get their binders off of the shelf.</li> <li>2. When your team is called, your TEAM LEADER FOR THE WEEK will go to the shelf and get the binders for all of their team members. Other team members should stay seated.</li> <li>3. Each Team Leader will have 1 minute to get their team's binders.</li> <li>4. The Team Leader will then distribute the binders to their team members.</li> <li>5. The entire process should take no more than two minutes from the time the Team Leader is called until the time they are back in their seats working on their DO NOW.</li> </ol>	--Have your Do Now or Bellwork activity on the board and ready for your students when they enter the room so they have something to do.
Getting Folders	<ol style="list-style-type: none"> <li>1. All students should have their folders when the bell rings.</li> <li>2. Class folders are kept in baskets by class period on the bookshelf at the back of the classroom. When you enter the classroom, you need to find your folder in the basket and take it to your seat.</li> </ol>	<ol style="list-style-type: none"> <li>1. When you get into the classroom, proceed silently to your desk and wait for the folder helper to bring you your folder.</li> <li>2. Do not yell at the folder helper to bring you your folder.</li> <li>3. Once you have your folder, being working silently on your Do Now.</li> </ol>	--Make sure folders are kept in a place that will not cause a traffic jam for students entering the classroom. --It can be helpful to assign each class a specific color folder so that you can tell when folders are out of place or

Exiting the Classroom	<ol style="list-style-type: none"> <li>1. The bell does not release the class, the teacher does.</li> <li>2. When the bell rings, the teacher will release students to exit the classroom.</li> <li>3. Each student should leave their desk, taking all of their belongings with them.</li> <li>4. On your way out the door, place your folder in your class's basket so that you will have it for class the next day. DO NOT take your folder out of the classroom—you WILL NOT receive another one.</li> </ol>	<ol style="list-style-type: none"> <li>1. The bell does not dismiss you, I do.</li> <li>2. You will only be allowed to leave the classroom when all students are seated, all trash is picked up, and all books are put away.</li> <li>3. <b>Points off Finish Up grade if your area is not clean and you are not in a seat.</b></li> </ol>	--Make sure that students pick up trash and put away textbooks before leaving; this ensures a clean classroom for your next class period.
Speaking in Class	<ol style="list-style-type: none"> <li>1. You must raise your hand to speak in the classroom.</li> <li>2. If you have a question or want to answer a question, raise your hand.</li> <li>3. When the teacher calls on you, you may ask or answer the question. There should be no speaking out of turn unless discussion has specifically been instructed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Each and every one of you has wonderful things to say. When sharing your brilliance with the class, <u>I ask that you raise your hand before speaking (unless otherwise instructed.)</u></li> <li>2. If you choose not to raise your hand, your genius will not be acknowledged. Excessive outbursts will result in a consequence.</li> </ol>	--Make sure students are aware
Passing Out Papers	<ol style="list-style-type: none"> <li>1. The teacher will generally ask two students to pass out papers—one for each side of the classroom. Those two students are responsible for passing papers out to the class.</li> <li>2. If you are not assigned to pass out papers, stay in your seat, and wait for directions.</li> <li>3. Once you have received your paper, immediately put your name and the correct heading on it.</li> </ol>	<ol style="list-style-type: none"> <li>1. The teacher will pass papers out by giving enough to the first students in each row.</li> <li>2. You should pass papers back, taking one for yourself and passing the rest to the person behind you.</li> <li>3. When you get your paper, you should put your name on it.</li> <li>4. Please do this in a respectful manner.</li> </ol>	--Arrange your classroom in a way that will allow papers to be handed out in an efficient manner.

Turning in Work	<ol style="list-style-type: none"> <li>1. Assignments will be passed to the front of the room face-down.</li> <li>2. You should not pass your own paper forward until you have the person behind you paper.</li> <li>3. To give your paper to the person in front of you, GENTLY tap them on their right shoulder and hand them your paper.</li> <li>4. This is a SILENT procedure.</li> <li>5. The first person in the row will neatly stack all papers face down on their desk for the teacher to collect.</li> <li>6. Do not leave assignments on the teacher' desk. If you are absent or need to turn in work after The teacher collects it during class, you may place it in the basket on THE TABLE next to The teacher' desk. Any work that is not placed in this basket will not be graded unless you turn it in during class.</li> </ol>	<ol style="list-style-type: none"> <li>1. All papers should be turned into the basket on the teacher's desk.</li> <li>2. Papers not turned into the basket will not be graded.</li> </ol>	<p>--Make sure you have a central spot for students to turn in work, even if you collect it. This makes it easier to collect make-up work or for students to turn in late work.</p> <p>--Keep your location for late work close to your desk or the area where you spend the most time so you can monitor the basket.</p>
Returning Work to Students	<ol style="list-style-type: none"> <li>1. Graded papers will be placed in the file with your name on it in your class's crate.</li> <li>2. You should check the crate for graded papers at least once a week.</li> <li>3. If you are caught taking graded work out of another student's file, you will receive a zero for your weekly participation grade.</li> </ol>	<ol style="list-style-type: none"> <li>1. There will be students assigned to return work.</li> </ol>	<p>--Make sure students know what to do with graded work—what can be thrown away and what needs to be put in their folders?</p>

Transitioning to Groupwork	<ol style="list-style-type: none"> <li>1. When your group has been assigned, quietly locate your other group members.</li> <li>2. To move your desk, lift it off the floor gently to avoid scraping the floor.</li> <li>3. Arrange your desks so that you are facing the members of your group.</li> <li>4. Wait quietly for directions after your groups have been formed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Group Work is a privilege in any classroom to be earned.</li> <li>2. Therefore, if I assign you a group you will work with that group, no discussion, no questioning, no exceptions.</li> <li>3. If you lose your group work privilege you will work independently on book work.</li> </ol>	
Coming Back from Groupwork	<ol style="list-style-type: none"> <li>1. When I am ready to get your attention after groupwork, I will count backwards from five.</li> <li>2. By the time I reach zero, you should be silent and waiting for your next instructions.</li> </ol>	<ol style="list-style-type: none"> <li>1. When I am ready to get your attention after groupwork, I will flip the lights on and off.</li> <li>2. After the lights flip, you will have 3 seconds to be silent and listen for instructions.</li> </ol>	
Textbook	<ol style="list-style-type: none"> <li>1. At this point in time, we only have a class set of textbooks. <b>These books are not to leave the classroom.</b> Homework assignments will NOT require the book. If you do not complete classwork that requires a book, you will be responsible for finishing that work before or after school.</li> <li>2. Books are to be stored in the trays under the desks. If I find books on the floor around your desk, your weekly packet grade will be docked 5 points.</li> <li>3. The class will not leave the classroom until all books are put away at the end of class. If you choose not to put your book away, you will be holding up your entire class.</li> </ol>	<ol style="list-style-type: none"> <li>1. You are expected to bring your textbook to class each day.</li> <li>2. When you arrive, put your textbook on the top of your desk.</li> <li>3. During the DO NOW time, the teacher will do a book check. If your book is not on the top of your desk at this time, you will lose points on your daily grade.</li> </ol>	<p>--Will students be expected to bring books to class each day? If not, how will they know which days to bring books?</p> <p>--How will you ensure that students are held responsible for bringing textbooks to class?</p>
Homework	<ol style="list-style-type: none"> <li>1. See the passing in papers procedure.</li> <li>2. Late homework should be placed in the basket on my desk. All late homework will receive a</li> </ol>	<ol style="list-style-type: none"> <li>1. As soon as you enter the classroom and are seated at your desk, take your homework out of your folder.</li> <li>2. Place your homework</li> </ol>	

	ten-point deduction.	on the upper right-hand corner of your desk. 3. Wait for further instructions.	
Bathroom/Hall Passes	<ol style="list-style-type: none"> <li>1. Students will receive two bathroom passes per 6 weeks. It is the student's responsibility to keep up with their bathroom passes. Replacement passes will not be issued for lost passes.</li> <li>2. If a student wants to use a bathroom pass, they should hold it in the air. The teacher will come and take it from you, thus allowing you to use the pass and go to the bathroom. <b>Once the teacher has your bathroom pass, you will not get it back.</b></li> <li>3. Bathroom trips should last NO LONGER than 5 minutes.</li> <li>4. Use your passes wisely! You only get TWO per 6 weeks.</li> <li>5. Unused bathroom passes can be redeemed at the end of the 6 weeks for two extra point on your final average.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use the bathroom before or after class.</li> <li>2. <u>Emergencies</u>- The teacher decides if it is an emergency. You owe 2x the minutes you are out of class after it. There are no passes the first &amp; last 15 minutes of any class.</li> </ol>	
Sharpening Pencils	<ol style="list-style-type: none"> <li>1. Pencils should be sharpened BEFORE the bell rings.</li> <li>2. If your pencil breaks during class, hold your pencil in the air. This signals that you need to sharpen your pencil.</li> <li>3. Wait for the teacher to give you the signal to sharpen your pencil. At this point, you may leave your seat and get one of <b>hand-held pencil sharpeners</b> that are kept by the blackboard. <b><u>The metal and electric pencil sharpeners may not be used during class.</u></b></li> </ol>	Sharpen your pencil BEFORE the bell rings. In emergencies raise your hand for permission.	



	4. Once you have sharpened your pencil quietly return to your seat.		
Unprepared for Class	<ol style="list-style-type: none"> <li>1. All students are expected to bring a pencil or blue or black ink pen to class each day.</li> <li>2. If you do not have a pencil, you may borrow a marker or colored pencil from the basket at the back of the room.</li> <li>3. The teacher does not give out pens and pencils. Coming un-prepared is not acceptable. Work that is completed in colored pencil or marker will have five points deducted from the grade. <b>Come to class prepared.</b></li> </ol>	<ol style="list-style-type: none"> <li>4. All students are expected to bring a pencil or blue or black ink pen to class each day.</li> <li>5. If you do not have a pencil, you may borrow one from the teacher.</li> <li>6. In order to do this, raise your hand. When called upon, ask to borrow a pencil.</li> <li>7. The teacher will loan you a pencil. In exchange for the pencil, you must provide some sort of collateral, such as a cell phone, keys, wallet, etc.</li> <li>8. You will get your belongings back at the end of the period when you return the teacher's pencil.</li> </ol>	
Test-Taking Procedure	<ol style="list-style-type: none"> <li>1. Testing time is SILENT time.</li> <li>2. All notes and papers must be in the tray under your desk.</li> <li>3. Your desk should be empty aside from a writing utensil.</li> <li>4. As you take your test, please cover your answers with your test paper. You will always be provided with a test and an answer sheet.</li> <li>5. When the test is over, bring your test and answer sheet to the front of the room.</li> <li>6. Make two piles of paper: one of tests, the other of answer sheets.</li> <li>7. Pick up the assignment provided for after the test.</li> </ol>	<p>①No talking, ②Eyes on your own paper, ③Guard your paper, ④ Raise your hand if you have a question, ⑤Turn your paper over when you are finished ⑥When you finish, you may do silent work. ⑦ If you break any of these rules, you will complete the test after school. If you miss a test, you must make it up.</p>	<p>--How will students turn in tests?  --What will students be doing after a test?  --Where will you post instructions for after a test?</p>

Obtaining Missed Work	<ol style="list-style-type: none"> <li>1. All students are expected to be PRESENT in class.</li> <li>2. All work for the week is given out in a packet on Monday. If you are absent on Monday, the teacher will place extra packets in a binder at the back of the room. When you get to class on the day of your return, find your packet for the week in the binder. Packets will have students' names on them.</li> <li>3. You will only receive ONE packet per week. If you lose your packet, you will take a "o" for your weekly packet grade.</li> <li>4. Packets are DUE <b>every Friday</b>. It is your responsibility to make up work by the time you turn your packet in on Friday.</li> <li>5. Cheating and copying <b><u>WILL NOT</u></b> be tolerated. If the teacher sees you copying another student's packet, she will take the packet and you will receive a "o" for your weekly packet grade.</li> </ol>	<ol style="list-style-type: none"> <li>6. All students are expected to be PRESENT in class.</li> <li>7. In the case of absent, students are expected to obtain the work that they missed the day they return to school.</li> <li>8. Students will be assigned a buddy on their team. Buddies will be responsible for collecting their buddy's make-up work.</li> <li>9. The student is responsible for obtaining their make-up work from the buddy <i>on the day they return to school</i>.</li> <li>10. You have three days to make up all missed work. Work that is not made up will receive a o.</li> <li>11. YOU ARE RESPONSIBLE FOR OBTAINING YOUR MAKE-UP WORK FROM YOUR BUDDY. Ask The teacher if you have questions about this procedure.</li> </ol>	
Tardy Students	<ol style="list-style-type: none"> <li>1. All students must be ON TIME to class.</li> <li>2. If you are late and have a pass from another teacher, quietly enter the classroom.</li> <li>3. Give the teacher your pass. DO NOT interrupt instruction.</li> <li>4. Get your folder and then go to your seat. Begin the DO NOW activity that you should have picked up on the way in from class.</li> <li>5. At some point, the teacher will bring your class work to your desk.</li> <li>6. This entire process should be done quietly. You</li> </ol>	Students will not be admitted without the proper pass. If you are late and don't have a pass, proceed to lockout. When you have a pass, come in, put the pass in the folder, have a seat in your assigned seat, and wait SILENTLY until the teacher gets to a stopping point and can get you caught up.	--Check with your administration—some schools have uniform procedures for tardiness

	<p>should not interrupt either the teacher or the other students.</p> <p>7. When you are late to class, you are responsible for signing the tardy log. Your name will also be placed on the board. Each time you are late to class 5 points will be taken from your weekly quiz grade. <b>Class begins when the bell rings; entering after the bell is considered tardy and will affect your weekly quiz grade.</b></p>		
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## Special Circumstance Procedures

Student Action	Procedure A:	Hints/Notes/Things to Consider:
Assemblies/ Programs	<ol style="list-style-type: none"> <li>1. When an assembly is called, we will walk together as a class.</li> <li>2. Line up at the door. DO NOT open the door until instructed.</li> <li>3. The last person out of the room should turn off the light and shut the door.</li> <li>4. Stay together in the hall.</li> <li>5. Roll WILL be called once we have reached our designated place in the auditorium.</li> </ol>	--Are students expected to stay together at an assembly? Will you sit as a class?
Fire Drills	<ol style="list-style-type: none"> <li>1. When the fire alarm goes off, remain seated.</li> <li>2. The teacher will quickly send rows to line up by the door. Form a single-file line.</li> <li>3. When all rows have lined up, the teacher will lead the line into the hall and the stairwell across from the classroom.</li> <li>4. Our Fire Drill location is the parking lot behind the school. Roll will be taken once the class has reached the fire drill location. <b>If you are not with the class when roll is called, you will lose points on your weekly packet grade.</b></li> <li>5. When the drill is over, wait for the teacher's instructions. DO NOT head into the school separately from the class.</li> </ol>	--Make sure students are aware of your classroom fire drill location. --Make sure you have your rollbook or attendance printout during the fire drill.
Lock-Down Procedures	<ol style="list-style-type: none"> <li>1. Lock-downs will not happen often, but we need to be prepared if they do.</li> <li>2. No one may leave the classroom during a lock down, so don't ask.</li> </ol>	--Check with your school for lock-down procedures, but make sure your students are aware of the procedure.

## Planning Procedures

Teacher Action	Procedure:	Pros/Cons
Packet Planning	This requires weekly planning. Students are given a week's worth of lesson materials at a time, then turn the entire packet in on Friday.	<p>PROS: You only have to grade classwork once a week; Students are able to work ahead, eliminating the need for sponge work.</p> <p>CONS: You have to be a proficient planner and be able to have your lessons ready for a week at a time.</p> <p>CONSIDER: What is your copy machine situation? Packets require large numbers of copies.</p>
Page-a-Day Planning	Students are given one page that they pick up at the beginning of each class and turn in at the end of each class. There is space on the page for each section of the lesson, including notes, graphic organizers, stop-and-jots, etc.	<p>PROS: Students do not have to bring their own materials to class or keep up with folders.</p> <p>CONS: Students do not have notes to refer back to for homework or studying until you return the graded page. You must also be able to get your lesson onto the front and back of one typed page.</p> <p>CONSIDER: Again—consider your copy machine situation.</p>
Spiral Notebook Planning	Student work is based around a spiral notebook—they take notes in it, paste in handouts, and color code as they see fit.	<p>PROS: This allows for more creativity and differentiation for individual students.</p> <p>CONS: If a student forgets their notebook, they will not be able to participate in class.</p> <p>CONSIDER: Will you provide notebooks? Also, you must have scissors, glue, colored pencils, etc. on hand for students to use. You must also allot time in class each day for students to organize their notebooks.</p>

## Sample Student Handout: Policies and Procedures

*DO NOT lose this paper! It is a required page for your binder. You may also have pop quizzes on this material throughout the year.*

### Procedure #1: Entering the Classroom

7. Shake the teacher's hand and greet her politely before entering the room.
8. Retrieve your folder from you class's basket or from the student responsible for handing out folders.
9. Proceed to your assigned seat and sit down.
10. Have only your folder, pencil or black ink pen, and DO NOW activity on your desk.
11. Begin work on your DO NOW activity. The DO NOW will always be projected onto the screen at the front of the room. You are to work on your DO NOW silently and independently.
12. This entire process should be SILENT. This is crucial to beginning our class with a focus on learning and achieving our mastery goals.

### Procedure #2: Getting Your Folder at the Beginning of Class

3. All students should have their folders when the bell rings.
4. Class folders are kept in baskets by class period on the bookshelf at the back of the classroom. When you enter the classroom, you need to find your folder in the basket and take it to your seat.

### Procedure #3: Exiting the Classroom

5. The bell does not release the class, the teacher does.
6. When the bell rings, the teacher will release students to exit the classroom.
7. Each student should leave their desk, taking all of their belongings with them.
8. On your way out the door, place your folder in your class's basket so that you will have it for class the next day. DO NOT take your folder out of the classroom—you WILL NOT receive another one.

### Procedure #4: Sharpening Your Pencil

5. Pencils should be sharpened BEFORE the bell rings.
6. If your pencil breaks during class, hold your pencil in the air. This signals that you need to sharpen your pencil.
7. Wait for the teacher to give you the signal to sharpen your pencil. At this point, you may leave your seat and get one of **hand-held pencil sharpeners** that are kept by the blackboard. **The metal and electric pencil sharpeners may not be used during class.**
8. Once you have sharpened your pencil quietly return to your seat.

### Procedure #5: Asking and Answering Questions

3. You must raise your hand to speak in the classroom.
4. If you have a question or want to answer a question, raise your hand.
5. When the teacher calls on you, you may ask or answer the question. There should be no speaking out of turn unless discussion has specifically been instructed.

### Procedure #6: Turning in Assignments

7. Assignments will be passed to the front of the room face-down.
8. You should not pass your own paper forward until you have the person behind you paper.
9. To give your paper to the person in front of you, GENTLY tap them on their right shoulder and hand them your paper.
10. This is a SILENT procedure.
11. The first person in the row will neatly stack all papers face down on their desk for the teacher to collect.
12. **Do not leave assignments on The teacher's desk. If you are absent or need to turn in work after The teacher collects it during class, you may place it in the basket on THE TABLE next to The teacher's desk. Any work that is not placed in this basket will not be graded unless you turn it in during class.**

#### Procedure #7: Fire Drill/Emergencies/Assemblies/Programs

6. When the fire alarm goes off, remain seated.
7. Miss Norris will quickly send rows to line up by the door. Form a single-file line.
8. When all rows have lined up, the teacher will lead the line into the hall and the stairwell across from the classroom.
9. Our Fire Drill location is the parking lot behind the school. Roll will be taken once the class has reached the fire drill location. **If you are not with the class when roll is called, you will lose points on your weekly packet grade.**
10. When the drill is over, wait for the teacher's instructions. DO NOT head into the school separately from the class.

#### Procedure #8: Bathroom Passes

6. Students will receive two bathroom passes per 6 weeks. It is the student's responsibility to keep up with their bathroom passes. Replacement passes will not be issued for lost passes.
7. If a student wants to use a bathroom pass, they should hold it in the air. The teacher will come and take it from you, thus allowing you to use the pass and go to the bathroom. **Once the teacher has your bathroom pass, you will not get it back.**
8. Bathroom trips should last NO LONGER than 5 minutes.
9. Use your passes wisely! You only get TWO per 6 weeks.
10. Unused bathroom passes can be redeemed at the end of the 6 weeks for two extra point on your final average.

#### Procedure #9: Obtaining Missed Work

12. All students are expected to be PRESENT in class.
13. All work for the week is given out in a packet on Monday. If you are absent on Monday, the teacher will place extra packets in a binder at the back of the room. When you get to class on the day of your return, find your packet for the week in the binder. Packets will have students' names on them.
14. You will only receive ONE packet per week. If you lose your packet, you will take a "o" for your weekly packet grade.
15. Packets are DUE **every Friday**. It is your responsibility to make up work by the time you turn your packet in on Friday.
16. Cheating and copying **WILL NOT** be tolerated. If the teacher sees you copying another student's packet, she will take the packet and you will receive a "o" for your weekly packet grade.

#### Procedure #10: Test-Taking Procedure

8. Testing time is SILENT time.
9. All notes and papers must be in the tray under your desk.
10. Your desk should be empty aside from a writing utensil.
11. As you take your test, please cover your answers with your test paper. You will always be provided with a test and an answer sheet.
12. When the test is over, bring your test and answer sheet to the front of the room.
13. Make two piles of paper: one of tests, the other of answer sheets.
14. Pick up the assignment provided for after the test.

#### Procedure #11: Transitioning Into Groups for Groupwork

5. When your group has been assigned, quietly locate your other group members.
6. To move your desk, lift it off the floor gently to avoid scraping the floor.
7. Arrange your desks so that you are facing the members of your group.
8. Wait quietly for directions after your groups have been formed.

#### Procedure #12: Tardies

8. All students must be ON TIME to class.
9. If you are late and have a pass from another teacher, quietly enter the classroom.
10. Give the teacher your pass. DO NOT interrupt instruction.
11. Get your folder and then go to your seat. Begin the DO NOW activity that you should have picked up on the way in from class.
12. At some point, the teacher will bring your class work to your desk.
13. This entire process should be done quietly. You should not interrupt either the teacher or the other students.
14. When you are late to class, you are responsible for signing the tardy log. Your name will also be placed on the board. Each time you are late to class 5 points will be taken from your weekly quiz grade. **Class begins when the bell rings; entering after the bell is considered tardy and will affect your weekly quiz grade.**

#### Procedure #13: Borrowing pencils/pens from the teacher—YOU CAN'T

9. All students are expected to bring a pencil or blue or black ink pen to class each day.
10. If you do not have a pencil, you may borrow a marker or colored pencil from the basket at the back of the room.
11. The teacher does not give out pens and pencils. Coming un-prepared is not acceptable. Work that is completed in colored pencil or marker will have five points deducted from the grade. **Come to class prepared.**

#### Procedure #14: Book Storage

4. At this point in time, we only have a class set of textbooks. **These books are not to leave the classroom.** Homework assignments will NOT require the book. If you do not complete classwork that requires a book, you will be responsible for finishing that work before or after school.
5. Books are to be stored in the trays under the desks. If I find books on the floor around your desk, your weekly packet grade will be docked 5 points.
6. The class will not leave the classroom until all books are put away at the end of class. If you choose not to put your book away, you will be holding up your entire class.

#### Procedure #15: Class Points

1. Each day, your class will have the opportunity to earn 5 points: one for following each of our classroom rules. The entire class must follow the rule ALL class period in order to receive your point.
2. At the end of the 6 weeks, the class with the most points will receive a movie day and a treat. **Only one class period will receive this reward each 6 weeks, so your class must be the most well behaved in order to receive this.**

#### Procedure #16: Individual Ticket and Reward System

1. Reward Tickets: Each day, students who are caught on task—doing their work, raising hands to answer questions, participating in class, etc.—will receive tickets which they will write their names on and put in their class's jar. At the end of the week, 3 tickets from each class will be drawn. Those students whose tickets are drawn will have the choice between receiving 20 extra credit points on their weekly quiz, an extra bathroom pass, or a positive phone call home.
2. Each 6 weeks, classes that have earned a combined total of 200 tickets will earn a movie day. In addition, the class with the most tickets will receive an edible treat.

## Quiz #1: Policies and Procedures

*DO NOT write on this test. Write your answers on the answer sheet that is provided.*

*Either choose the correct answer or fill in the blank as the case dictates. Remember to ONLY write on the answer sheet—NOT the test!!*

1. What is the first assignment you work on upon entering class?
  - a. DO NOW
  - b. Notes
  - c. Homework
  - d. Assignment Sheet
  
2. The \_\_\_\_\_ is the person responsible for getting binders off the shelf at the beginning of each class.
  
3. The \_\_\_\_\_ does not release the class;  
\_\_\_\_\_ releases the class for dismissal.
  
4. By holding your pencil in the air, you are indicating that
  - a. You want to ask a question
  - b. You need to use the pencil sharpener
  - c. You need to use a bathroom pass
  - d. None of the above
  
5. The proper way to raise your hand is
  - a. To hold one finger in the air
  - b. To wave frantically at the teacher
  - c. To raise you pencil in the air
  - d. To hold your hand all the way over your head
  
6. Assignments should be passed to the \_\_\_\_\_ of each row. Assignments should be passed forward face \_\_\_\_\_.



7. Our fire drill location is the
- North parking lot
  - Teacher parking lot
  - Baseball field
  - Baseball parking lot
8. Students will receive \_\_\_\_\_ bathroom passes per semester.
9. In the SLANT method for engagement, “T” stands for
- Track the speaker with your eyes
  - Turn your head
  - Take initiative
  - Talk quietly
10. If you are absent, you should obtain your missed from
- The teacher
  - The missed work folder
  - You buddy on your team
  - The basket by the door
11. When you enter the classroom, you should place your homework
- On the upper right-hand corner of your desk
  - On the teacher’s desk
  - On the upper left-hand corner of your desk
  - In the basket by the door

12. When taking a test in The teacher' class, you use a \_\_\_\_\_ to hide your answers as you complete your test.
13. When moving desks for groupwork, you should arrange your desks
- a. In a row
  - b. So that you're facing the other members of your group
  - c. Against the wall
  - d. In the back of the room
14. If you are late to class, you must
- a. Get a pass from the office
  - b. Knock on the door
  - c. Sign the late sheet on the door
  - d. Both b and c
15. In order to borrow a pencil from The teacher, you must provide her with
- a. One of your belongings
  - b. A dollar
  - c. Your homework
  - d. None of the above

**Today's Vocabulary**

Preclude \_\_\_\_\_

Your Own \_\_\_\_\_

Immunity \_\_\_\_\_

Your Own \_\_\_\_\_

SWBAT \_\_\_\_\_

**What is Irony?**

Irony is when **there is** \_\_\_\_\_ **in between what**  
\_\_\_\_\_ **and what** \_\_\_\_\_.

**There are three types of Irony:**

- 1.
- 2.
- 3.

1.

The author or the character says \_\_\_\_\_.

What is said is \_\_\_\_\_.

The \_\_\_\_\_ is aware of the irony even though \_\_\_\_\_ are not

The reader is aware of the Irony

**There are three types of Verbal Irony:**

- 1.
- 2.
- 3.

**Overstatement:** This is when you \_\_\_\_\_ and say more than what you mean.

**Ex.** "I just lost my car keys again. I could just kill myself!"

Make One:

**Understatement:** This is when you \_\_\_\_\_ than what you mean.

**Ex.** "I have to have this operation. It isn't very serious. Just this tiny little tumor on the brain."

Stop and Jot:

Make One:

**Sarcasm:** This is when we say the \_\_\_\_\_ of what we really mean.

**Ex:** Ms. Suffel: Okay, kids. Close your books it's time for a pop quiz.

Caroline: Great. This is going to be sooo awesome. I can hardly wait to take this quiz.

**Sarcasm Examples:**

1.

2.

Make One:

2.

What actually happens is not what \_\_\_\_\_. It might even defy logic.  
The \_\_\_\_\_ are both **unaware** of the irony before it happens.  
\_\_\_\_\_ the outcome.

EX. Gift of the Magi

Stop and Jot: What is situationally ironic about this clip?

Make One:

3.

Sometimes known as \_\_\_\_\_

The \_\_\_\_\_ **about the character's situation that the**

The reader knows what \_\_\_\_\_ but can do nothing to stop it.

Ex. Romeo and Juliet.

Make One: