

Room 31 procedures:

Why? To assist in an amazing year!

### Entering the room

1. Outside line up in two quiet lines (if door is closed= line up and wait; door open=enter quietly & proceed to step 2)
2. Go to assigned seat, take off hats, hoodies, put away bags, etc..
3. Take out supplies needed: pencil, notebook, planner, any homework due
4. Check board for any other supplies needed, check for homework assignment: write homework in planner (if none= write “none” or mark with an “x”)
5. Check board for class assignment
6. Take a deep breath, smile, get started! It’s going to be a great class!

Why? To make the most of our limited class time together; so I can greet you and take attendance efficiently

### Setting up papers & assignments

1. Whether typed or handwritten, **all papers returned must have a proper title/heading**
2. Upper left of paper/page
3. Name: first and last
4. Date: month/day/year
5. class/period
6. Assignment title

Ex: Catherine Lavin  
08/15/25  
ELA 1st period  
“About Me” letter

Why? To show pride in your work; to take responsibility for your work; so the papers are easy to identify

### Homework

1. On days when homework assignment is due, take out homework (see step three of entering the room), place on desk
2. We will either review the homework or we will pass the homework in by row/group
3. If your homework is part of a journal or notebook (not loose leaf paper or worksheet), open to the page of the assignment- we will either review together or there will be a notebook check during the class period- leave out and opened to the correct page until reviewed or checked over
4. Online homework assignments are due to Google Classroom by the start of class
5. On the due date for larger projects= also keep projects out on desk for sharing before collection (unless otherwise stated)

Why? To make the most of our limited class time together! So we are prepared for the day!

### Questions/comments/sharing/discussions

1. Raise your hand for permission to speak in a clear deliberate manner (hand up high, rest of body still, voice off) Keep questions and comments on topic
2. If we don't get to your question or comment- jot it down in your notebook for later
3. Listen respectfully to one another (books/ pencils down, quiet at seat, eyes on the speaker)
4. If called on at random=try your best- -share what is on your mind about the topic
5. When speaking be sure we can all hear you : )

Why? To show respect for one another; to provide a safe environment to share thoughts and ideas; also it feels nice to be heard .

### Bathroom/water pass

1. Try your best to use the bathroom and get water between classes (you may not go during the first and last 5 minutes of class)
2. If you must go during class= use a hand signal; if the time is ok I will nod then you can...
3. Quietly get up and take the hall pass (by door)- use the sign out sheet
4. Upon return to class= replace pass, sign in, go quietly to seat to resume work

Why? To reduce distractions during class time; to be responsible for yourself

### Getting up for needed supplies (including tissue)

1. Wait for instruction/invitation to get needed supplies for classwork
2. Lined paper should be kept in your folder/binder- if you need more during independent work time- quietly get up from seat, walk to extra paper basket, retrieve what you need, return to seat and back to work
3. Same goes for pencils or other supplies during work time
4. When you need tissues quickly= go to tissues, blow your nose, throw away tissue, use hand sanitizer, return to seat. If you need lots of tissues...excuse yourself to the bathroom (can take some tissues with you) then return quietly to your seat/work.
5. If our supplies are low or out...stay at the spot and I can help direct you to restock

Why? To minimize distractions during class time; to respect our class supplies (take only what is needed and keep neat); to make the most of our time together!

### Group work

Within groups you will most often work with set jobs: 1- *scribe* (takes notes for group, records all ideas- or will make sure everyone records part of the idea, makes sure all names are on the project) 2- *director* (keeps group on

track, asks for ideas from everyone) 3- *supplier* (gathers necessary materials/supplies for assignment, keeps track of time) 4- *questioner* (asks ? to other groups and/or teacher if all in group have same question and no one knows the answer)

- Take turns sharing ideas & listen respectfully to one another (even when disagree): can say, “that’s interesting” or “thanks for sharing” or “I have a different idea about that”

Why? To show respect and to practice working cooperatively; to give everyone a chance to try different roles within the group

### End of class

1. The **teacher dismisses the class**- not the bell
2. On my signal, we will spend 1-2 minutes picking up the room, clearing the desks, putting work away, etc..
3. Will dismiss **from your seats** when you are sitting or standing next to desks quietly and the room is in order
4. Everyone leaves when dismissed- even if you return to the class for the following period (unless otherwise noted)

Why? To show respect for the room and toward the custodians who help to keep our rooms clean daily

### Using the chromebooks (assigned from District))

1. Follow the guidelines as provided by the district when you borrowed the chromebooks.
2. Come to school with chromebook fully charged.
3. **Bring your charger to school daily.**

### Borrowing class chromebooks and/or chargers.(from classroom)

1. There are two “extra” chromebooks just in case you need one.
2. At the end of class, be sure to replace chromebook in proper spot **and plug in**

Why? To show respect and responsibility for school property

### Absent?

1. Check Google Classroom; in class can check the folders of the days missed for assignments and any worksheets handed out
2. Questions about the assignments missed? Students email me: **use polite language and complete sentences : )**

Why? System in place so you feel comfortable knowing what to do; to show responsibility for your work

### Returning papers

1. My goal is to return student work within a week
2. Projects & papers will take longer
3. Sometimes I will return to you directly, sometimes I will have you collect your own work from files

Why? To respect your time and effort, I will aim to return your work quickly

### Test corrections

1. For test corrections use a separate paper
2. Write the question number
3. Explain why you missed the question the first time
4. Write your new answer
5. Explain how you know this is the correct answer
6. Repeat #2-5 for all questions missed
7. Staple corrections to the original
8. Turn in to the class in box

Why? Chance to be resourceful and responsible for learning the material

### Attention in class

1. When I need your attention- I will stand at the front of the room and hold up a zero sign
2. When you see this, you stop what you are doing, put down your materials/supplies, turn off your voices, hold up the same zero sign and look at me
3. I may accompany the zero sign with a quick ring of a bell if it is hard to see me
4. Another way I may ask for your attention is to stand at the front of the room and say, "give me five" and hold up my hand ("five" = 1 eyes on speaker, 2 quiet, 3 be still, 4 hands free, 5 listen)
5. When you see/hear this- follow step #2
6. I may also use a call and response: when I use a call and response, you get to respond with the same voice and action that I use: call & response samples include "class" "yes"; "waterfall, waterfall" "shhhhh"; "these hands" "will change the world"(see demonstration)
7. Then proceed with step #2

Why? To show respect for classmates so all can hear, to teacher so my voice is heard by all quickly

### Signal Words

1. Signal words will be used to mark when to begin an assignment after instruction
2. Words will be accompanied by a hand signal (often an ASL sign), and a definition
3. Signal words will change throughout the semester and may relate to a unit of study
4. The words are meant to help students transition as well as to reinforce vocabulary
5. We will say and sign the signal words altogether as a whole class

Why? To assist with transitions, build class camaraderie, and reinforce vocabulary

### Passing out papers

1. Take one
2. Pass across row (or around table group)
3. Extras? Last one in row (or group member #3 if in groups) take extras to designated “extras” spot
4. Late to class? Check the “extras” spot for work

Why? To make the most of our time together (work efficiently and orderly)

### Moving desks for group work

1. When we meet for group work and sometimes for partner work we will move our desks (depending on current desk arrangement)
2. We will demonstrate and practice
3. After group work, we will reset the desks

Why? To make the most of our time together! To create a comfortable work space

### PNN/daily announcements

1. pencils/books/etc..down
2. Looking at the screen (or speaker)
3. Voices off
4. End of PNN=Pledge of Allegiance (stand next to desk, right hand over your heart, salute together)
5. Return to seat quietly ready for instructions

Why? When we are quietly listening=show respect for classmates so we can all hear; also showing respect for the students/teachers/administrators who have created the announcements (could be you one day!)