

## P-6: Plan classroom procedures that maximize learning time

### Common areas of Classroom Inefficiency: Managing Materials (Secondary)

Managing Materials:	Considerations:	Sample Strategies for Your Classroom:
<p>Managing Books and Materials</p>	<ul style="list-style-type: none"> <li>• Which books will students take with them and which will be kept on classroom shelves?</li> <li>• Will all textbooks need to be covered?</li> <li>• How will you keep track of textbooks?</li> <li>• What if students lose or damage textbooks?</li> <li>• What if they forget to bring a textbook to school?</li> <li>• What materials will be needed?</li> <li>• How will you plan to efficiently pass out materials to students?</li> <li>• How will you ensure that you always have enough photocopies for all classroom situations?</li> </ul>	<ul style="list-style-type: none"> <li>• You might begin with a “warm-up” or “Do Now” that you have written on the board and that will serve as a review activity or an introduction to the day’s activity.</li> <li>• You might have students line up outside the classroom before each period and greet each student by shaking hands and addressing him/her: “Good morning/afternoon.”</li> <li>• <b>Sample Policy:</b> “You will enter the classroom after you have lined up at the door. You will walk immediately to your assigned seat, take out your homework and put it on the corner of your desk, and begin working on the Do Now on a piece of notebook paper.”</li> </ul>
<p>Students without Pens/Pencils</p>	<ul style="list-style-type: none"> <li>• Will you stipulate which writing instruments students can use? Is there a school policy on this?</li> <li>• What will you do if a student fails to bring a pen or pencil?</li> <li>• Will you assign a consequence?</li> <li>• Will you lend the student a writing instrument?</li> <li>• If you do lend the student a pen or pencil, how will you ensure you get it back?</li> <li>• Where will you store extra pencils/pens?</li> <li>• Will lending a student a pencil decrease his personal responsibility?</li> <li>• Will not lending a student a pencil interfere with classroom learning?</li> <li>• Will the benefits outweigh costs?</li> </ul>	<ul style="list-style-type: none"> <li>• You can declare no bathroom or water breaks during class, as students have time during passing periods</li> <li>• Give each student one (or however many you see fit) emergency bathroom pass per semester – they present it to you in the event of an emergency, you sign it, then they must turn it in when they return</li> <li>• Students may only go to the bathroom during independent practice, and in order to ask permission the student will silently raise a closed fist in the air. The teacher will nod assent if it is an appropriate time, and the student will sign out and pick up the bathroom pass before going to the bathroom. When they get back to the classroom, students will sign in again and hang up the pass by the door.</li> <li>• <b>Sample Policy:</b> “If you need to leave the classroom to use the bathroom, go to the office, go to the attendance office, go to the media center, the clinic, or somewhere else in the school, you must first raise your hand. I will come to your desk and determine whether it is an appropriate time for you to leave. If I decide you may leave, I will hand you a pass. You will then leave the classroom quietly, and complete your errand as quickly as possible. When you return to the</li> </ul>

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		classroom, you will immediately take your assigned seat and return to your work.”
Managing Homework/Paper	<ul style="list-style-type: none"> <li>Who will distribute handouts and papers? How?</li> <li>Who will collect handouts and papers? How?</li> <li>How will you ensure that passing out and collecting papers takes up only minimal learning time?</li> <li>How and when will homework be turned in?</li> <li>Will students be penalized for late homework?</li> <li>Will you correct homework and hand it back to students?</li> <li>Will you ever go over homework with the students in class?</li> <li>What if students don't do their homework?</li> <li>When (if ever) should students be allowed to make up homework?</li> </ul>	<ul style="list-style-type: none"> <li>Hang a Sign In/Out sheet next to your door and instruct all students to sign in and out (including date and time) when they leave the classroom other than for dismissal</li> <li>Use a system of 3 Hall Passes for your classroom, only 3 students allowed to leave your class at any one point, and they must take this pass with them</li> <li>Provide each student with 5 hallway passes per quarter, students must present the pass to you to sign before leaving, and then they must turn the pass in to you upon returning</li> <li>Institute a “no lockers” during class time policy</li> <li>Include a trip to a locker as one of the uses for a limited number of hallway passes you provide students with each quarter</li> </ul>
Tests/Quizzes	<ul style="list-style-type: none"> <li>What is proper student behavior during tests/quizzes?</li> <li>What if your students don't behave properly?</li> <li>What if they come in late during a test?</li> <li>What if they don't finish the test during the class period?</li> </ul>	<ul style="list-style-type: none"> <li>Students will complete their own test or quiz independently (unless otherwise instructed), which means silently and with their eyes on their own papers. If a student has a question, he/she will raise his/her hand.</li> </ul>
Pencil Sharpener, Tissue, Trash	<ul style="list-style-type: none"> <li>Where will you keep your pencil sharpener, waste basket, and tissue box?</li> <li>Will you only allow students to move freely around the room during specific parts of the day/class period?</li> <li>Can students get up out of their seats to use the sharpener or throw away trash without asking permission?</li> <li>How should students signal to you that they need to get up to sharpen their pencils, throw away trash, or get a tissue?</li> <li>Should you have different hand signals for different purposes (e.g., to sharpen a pencil or to get a tissue)?</li> </ul>	<ul style="list-style-type: none"> <li>One finger raised signals that a student needs to sharpen her pencil; this can be acknowledged and approved by the teacher with a brief nod of the head</li> <li>A student tapping his or her nose signals they need to get a tissue; this can be acknowledged and approved by the teacher with a brief nod of the head</li> <li>Sample Policy “Unless otherwise instructed, only one student at a time may get up and move around the classroom. Teacher will keep a basket of sharpened pencils on her desk. If student needs a new pencil, he/she will quietly raise the broken pencil in the air, wait for assent from the teacher, then quietly get up, put the broken pencil in the basket, and take a sharpened one.”</li> <li>You might decide that students do not need to ask permission to get a tissue, but that they must look to make sure no one else is walking around before quietly walking</li> </ul>

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		<p>over to get a tissue.</p> <ul style="list-style-type: none"><li>• Student will raise one finger up into the air, and when teacher nods student will quietly get up and throw away his/her trash.</li><li>• <b>Sample Policy: "Pencils should be sharpened in homeroom. If you need to sharpen your pencil, you are to raise your hand and hold up 1 finger. If the class is working on an assignment, I will lend you a golf pencil that you may use during class. You can exchange the golf pencil for your pencil at the end of class. You will not get out of your seat to sharpen your pencil at any time."</b></li></ul>
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