

CLASSROOM SYSTEMS

What are classroom systems?

- Routines are put in place to minimize classroom disruptions and to increase instructional time. Single school culture is a uniform set of practices and procedures that align with school rules and do not supersede them. These practices and procedures are known and used by all staff to positively norm both student and adult actions by defining behaviors and consequences.
- All routines are to be taught, practiced, and acknowledged. Verbal praise is sufficient acknowledgement.

Royal Revolution Classroom Systems:

- Entry/Exit Routine
- Cell Phone
- Late to class
- Hall Passes

Entry/ Exit:

- Entry Routine - student responsibilities completed upon entering the room. This may include things like picking up handouts, retrieving textbooks, and dropping attendance notes. All teachers should also have a routine for students that are missing materials; for example, having a pencil exchange.
- Exit Routine –student wrap-up and responsibilities addressed the last few minutes of class. Teachers should plan bell to bell to ensure the best use of instructional time. Exit routine may include things like: an exit ticket, cool down, round robin, or 3-2-1, and a routine for putting away materials and turning in work. Students are never permitted to line up at the door. Students should remain seated and engaged until the bell.

Cell Phones:

- Each Teacher is required to create their own Cell Phone Policy for their classroom. They are to fill out the [cellphone procedure](#) Document.

Late to Class:

- Between bells all teachers should be at the threshold of their door. Once the bell rings teachers close the door. A student who enters after the door has closed is late. When a late student enters the classroom they will record name, time, and reason. Notes will be dropped at the late sign in sheet near the door. Do not disturb the class. The teacher may then

check notes at his/her convenience and take care of student consequences.

Hall Passes:

- Student should follow individual teacher instructions for requesting the hall pass. (Teachers will discuss this process with students in advance).
 - Teacher makes the decision if the time to use the pass is appropriate.
- Mandatory – Only one student at a time!
 - **No Passes given the first or last 15 minutes in every Block. 5 minutes for a period.**
- If permission is given, the student will use a PEN to fill out the pass. Student hands the pass and pen to the teacher to sign, without disturbing the lesson.
- Student goes directly to the designated location and returns pass silently.
- Students should report things like leaking, flooding, no toilet paper, etc. to the teacher upon their return.
 - Teacher: E-Mail Debbie Beck A.S.A.P. to report the issue.