ESTABLISHING CLASSROOM PROCEDURES

IN THE SECONDARY CLASSROOM

Classroom Set-Up & Flow	Make sure that your setup is <u>functional</u>. Before you begin decorating, take a minute to look at your room critically and figure out the flow. ● Do students have enough space around them to sit comfortably? ● Are you able to walk around and reach every student? ● Can they see the board or primary teaching space? ● Can students access materials? ● Are there pinch points in the layout that will cause traffic jams? ● Is your desk positioned and organized in a way that allows you to monitor the entire classroom? ● How will students turn in work? ● Will you assign student seats or allow them to choose? When you are decorating, always ask yourself, "Is this important?" That will help you keep it simple and functional. Here are some other things to consider when decorating: ● Do you have clear and visible expectations? ● Do you have an agenda and daily objectives? ● Is there a place for students to grab assignments if they were absent? ● Are materials readily accessible? → If not dictated by your administration, in the event of an emergency or lock-down situation, where will your students go? What will they do?

Student Routines	Think through and establish routines and expectations for these <u>daily</u> occurrences:
	● Student materials
	    ○ Where are materials kept? In the classroom or with the student?
	    ○ Can students get new pencils or access supplies without asking you?
	● Restroom passes
	● Cell phones
	● Turning in daily assignments
	● Turning in late work
	● Beginning of class procedures - warm up, chit chat, or wait for you?
	● Tutoring hours and opportunities

Homework & Grading Policies	● Do you plan on taking homework? How often? How will you communicate that? ● How do you want student work turned in? ● Do you take off points for late work? ● Does your department or administration have grading policies you are expected to implement?
Attendance & Tardy Policies	● How will you take accurate attendance? ● How will you notate tardies? ● Are there consequences for excessive tardies or absences?
Consequences & Rewards	● Are there behaviors that you want to reward? ● How will you handle negative behaviors and attitudes? ● Do you have planned consequences for repeated behavior?
Parent Contact	Parent contact is extremely important! They want to know what is going on with their kids. ● How will you keep track of parent contact? ● How will you contact them in the event of an emergency? ● How will you contact them when there is an issue in your classroom? I would highly recommend taking the time to contact parents about <u>positive</u> behavior in the classroom. They appreciate it!

ESSENTIAL MATERIALS

FOR THE SECONDARY CLASSROOM

Classroom	
	☐ Notebooks for students
	☐ Folders for students
	☐ Pencils
	☐ Pens (Black and Red)
	☐ Erasers (cap erasers are easy to hand out when needed)
	☐ Scissors (at least a few)
	☐ Tape
	☐ Glue sticks
	☐ Stapler and staples
	☐ Lined paper
	☐ Printer paper
	☐ Expo markers
	☐ White board eraser
	☐ Sticky notes
	☐ Notecards
	☐ Highlighters
	☐ Colored pencils
	☐ Markers
	☐ Crayons (optional)
	☐ Kleenex
	☐ Hand sanitizer
	☐ Clorox wipes
	☐ Turn in basket
	☐ Electric pencil sharpener
Teacher	
	☐ One clear system of organization for planning, meetings, and other paperwork
	☐ Sticky notes or notepad
	☐ Wall calendar
	☐ Pencils
	☐ Pens for grading - I like to use a specific color(s)
	☐ Water bottle - stay healthy and hydrated
	☐ Comfortable shoes
	☐ Binder clips and paper clips
Student	This will largely depend on what you teach and expect of your students. This is what I require them to purchase at the beginning of the year.
	☐ Composition Notebook
	☐ 2 Pocket Folder
	☐ Pencils
	☐ Kleenex
	☐ Optional: Personal highlighters and sticky notes
	Communicate this with parents before the first day of school if possible.
	If there are materials in the classroom column that I cannot afford to purchase or are not available at my school, I ask students to please donate an item or two off that list.