



# English Classroom Procedures

## 1. Entering Class

- Please drop off your book bags at specified area near the door. Take out any materials you need for the class.
- Look at the board for your "At the Bell" assignment.
- Follow the directions on the board and begin that assignment as soon as the bell rings.
- Once you have finished your "At the Bell" assignment, you can begin your Daily Grammar Practice work.

## 2. Turning in Assignments

- Turn all assignments in to the purple basket. This includes late work and corrected work.
- Do not turn tests or quizzes into the basket. These will be taken up separately.

## 3. Moving around the Room

- You have permission to get up to sharpen pencils, hole punch, throw away trash, etc. But, you must do this when the teacher is not speaking. Make sure you are not interrupting when you do this, and do not make "detours" that would entice you to chat with a friend. If interruptions occur, you will lose this privilege.

## 4. Finishing Early

- When you have finished any assignment, you are not to talk unless you have permission. You are required to do one of the following:
  - Read
  - Work on or study the week's vocabulary lesson
  - Improve returned assignments for a better grade
  - If all English work is complete, homework from other classes

## 5. Ending Class

- Do not pack up your belongings early. Wait until you are told to do so.
- The bell does not dismiss the class, Mrs. Ashby does.
- Do not crowd the doorway. When you have permission to pack up, you can walk to the door to get your book bag, but immediately take it back to your seat.