

## The Procedures Play

*(Students are all seated in audience formation. Mrs. Kelly takes the stage to wild applause. She rings a bell and the students go silent.)*

MRS. KELLY: Excellent job everyone! You became quiet and put your focus on me when you heard the bell. That is a procedure for Acting class that you already know. But there are a few more procedures that we need to learn about. It's important for us to understand the procedures of class so that we can work together like an...

STUDENTS: Ensemble!

MRS. KELLY: Exactly.

STUDENT 1: Excuse me, Mrs. Kelly, but, like, no one raised their hand, like, before they called out ensemble and that, like, isn't what you told us and, like, stuff.

MRS. KELLY: You are so right. That's another example of an important procedure in class. *(Prop Master shows sign that says: Stay Calm and Raise Your Hand)* When we have something to say or if we need to leave our seat, we raise our hand.

*(STUDENT 2's hand begins waving wildly in the audience.)*

MRS. KELLY: I see a hand right now. Yes?

STUDENT 2: Miss, if I don't go to the bathroom right now there is going to be a serious emergency and I DO NOT MEAN A FIRE.

MRS. KELLY: Excellent transition into our next procedure! If you need to use the bathroom during class, first, please remember that at WCHS no one is allowed to use the restroom during the first or last ten minutes of class.

STUDENT 2: Miss please!!

MRS. KELLY: That is so that the security guards can clear the hallways. Now in our room we have a special signal for using the bathroom. Instead of raising your hand and asking for permission, we are going to use a hand signal.

STUDENT 2: Please, tell us the signal for crying out loud!!

MRS. KELLY: We will use the sign language letter for 't'. Which in this case stands for toilet. This is what that looks like. Can I see everyone make a 't'?

*(STUDENTS hold up the 't' hand signal. After a moment, they put their hands back down except for STUDENT 2.)*

MRS. KELLY: When I see you hold up the letter 't' I will let you know if now is a good time to use the bathroom with the sign language for yes. Which looks like this:

*(MRS. KELLY shows the students what 'yes' looks like. They fully understand. STUDENT 2 jumps up and walks quickly toward the door but is stopped before they make it past MRS. KELLY.)*

MRS. KELLY: Where do you think you're going?

STUDENT 2: I held up the 't' and you did the 'yes' so now I'm going to deal with a very serious emergency situation.

MRS. KELLY: You can't leave the class without a pass.

STUDENT 2: Miss, I don't mean to be disrespectful but you are straight up killing me.

MRS. KELLY: After I give you the 'yes' hand signal, quietly take the plastic pass, and go take care of business. When you get back, hand the pass back to me so I know that you're back in the room. Who do you hand the pass back to?

STUDENTS: You!

STUDENT 2: So I can go get the pass now?

MRS. KELLY: Haha! No. Sit down.

*(STUDENT 2 sits down and pouts.)*

MRS. KELLY: From time to time, I might ask you to wait to use the restroom because I'm giving important instructions I don't want you to miss. In that case, I will make the 'no' hand signal which looks like this. Then, once I've moved on from those instructions, you can remind me you need to use the restroom by holding up the 't'.

*(STUDENT 2 holds up the 't' signal. MRS. KELLY makes the 'no' signal.)*

STUDENT 2: Miss!!

MRS. KELLY: Let's move on.

*(STUDENT 3 raises their hand.)*

MRS. KELLY: Yes?

STUDENT 3: Mrs. Kelly, I have a question about the sinks in the hallway.

MRS. KELLY: Sinks?

STUDENT 3: Yeah, where we get water.

MRS. KELLY: Oh! You mean the water fountain.

STUDENT 3: Are you disrespecting my family?

MRS. KELLY: What? Of course not!

STUDENT 3: Because my grandmother has called them sinks my entire life and if you're calling my grandmother a liar I'm leaving right now.

MRS. KELLY: You know what, call them sinks or water fountains but if you ever need to get some water, we will use the same system we use for the restroom. Hold up the 't', if I give you the 'yes', take the plastic pass and return it to me. Show me the hand signal if you need to use the restroom or get water.

*(PROP MASTER shows restroom or water sign. STUDENTS hold up the 't' signal. They put their hands back down.)*

MRS. KELLY: Thank you.

*(STUDENT 4 raises their hand.)*

MRS. KELLY: Yes?

STUDENT 4: Mrs. Kelly, I think I need to see the nurse.

MRS. KELLY: What's wrong?

*(STUDENT 4 holds up a severed leg.)*

STUDENT 4: I had a small accident.

MRS. KELLY: Oh dear, that seems pretty serious. If anyone here ever needs to see the nurse or go see a counsellor or leave the room for any reason other than the restroom or water, you're going to need a written hall pass. When you ask to leave the room, I will ask you to fill out a pass. They are located on my desk and they look like this:

*(PROP MASTER shows a hall pass and the hall pass sign.)*

STUDENT 4: Can I get one of those?

MRS. KELLY: Can you walk up here and get it?

STUDENT 4: Uh, my leg is cut off, miss.

MRS. KELLY: Well I guess that's your *(STUDENT 5 raises their hand.)* Yes?

STUDENT 5: Can I show everyone my hidden talent that I worked on all summer? I can make a huge bubble with my gum. I had a really lonely summer.

MRS. KELLY: That sounds like a great, if not very lonesome, talent but in Acting class there is absolutely no gum allowed. *(PROP MASTER holds up no gum sign.)* That is out of respect for the space and to keep you safe. We talk and move around a lot in Acting. The last thing we want is you choking on a giant bubble. *(STUDENT 6 raises their hand.)* Yes?

STUDENT 6: I just got a text from my mom. She needs me to find my brother and whack him on the head for leaving his backpack at home today.

MRS. KELLY: Whoa! You should not be receiving texts in class. The cell phone policy at WCHS is that you may only use your phone in the cafeteria during lunch. Phones seen in class will be taken away after a reminder

*(STUDENT 7 stands and walks toward the cubbies/lockers.)*

MRS. KELLY: Excuse me, where are you going?

STUDENT 7: I need a pencil to write all of this down. I forget things really quick.

MRS. KELLY: The time to get materials is at the beginning of class. I will always write down what materials you need that day as part of the Do Now. If you forget, please raise your hand to let me know what you need. I will give you the 'yes' signal if you can go ahead and get it. I'll give you the 'no' signal if I need you to wait until after I give instructions. Getting materials is part of our arrival procedure in Acting class. You all already know the arrival procedure. *(PROP MASTER holds up arrival procedure poster.)* Step one: check in at the door. Step two: put away your backpack. Step three: check for materials. Step four: begin the Do Now. And! You all already know the dismissal procedure. *(PROP MASTER holds up dismissal procedure.)* The bell does not dismiss you. I dismiss you. *(STUDENT 8 raises their hand.)* Yes?

STUDENT 8: Hey miss, I think I'm going to be sick in like...two weeks. Yeah I'm going to be sick for a long weekend. What should I do when I'm absent?

MRS. KELLY: Great question, extremely psychic student. We have a system under the cabinets for when you are late or absent. Starting next week, there will be a calendar on the wall. That calendar will let you know what you missed in class. Next to the calendar will be files containing any and all handouts we use in class. If you are absent or late to class, go to the calendar and take any handouts that you need. Make-up work is always due two days after you return unless I say otherwise. Then, you should check in with your class leader. *(STUDENT 9 raises their hand.)* Yes?

STUDENT 9: What's a class leader? Is that a Hunger Games thing? Because I can shoot a bow and arrow. I mean, I can in my nightmares.

MRS. KELLY: A class leader is someone who will be my right hand man in class. They are responsible for keeping the class on track by making announcements, helping take attendance, and serving as our fire marshal. We will be voting on who we want our class leader to be next Friday. And you don't need to shoot a bow and arrow. Please don't do that. Also, please don't cut class. The consequence for cutting class is an automatic write up and you cannot make up the work that you missed. This is a class that requires participation so you should be here. That means you should be on time,

too. If you arrive to class late, you will need a pass. If you don't have a pass, the consequence is points off from your grade.

STUDENT 10: Consequences?! You didn't mention consequences before!

MRS. KELLY: I'm glad you said that because now that you've spoken out of turn, I can show you the consequences in this class. If you make a choice to break one of our class policies, there are a series of five consequences. (*PROP MASTER holds up consequences poster.*) First, a reminder of the rule that you are breaking. Sometimes this could just be a serious teacher look. Second, a warning. I will tell you out loud what policy you're breaking. Third, a student-teacher conference. I will hold you after class or ask you to come see me during 9<sup>th</sup> period to talk about what's happening in class. In the case of cell phones, this third step is where I would take your phone away. Fourth, teacher detention. I've always got lots of work to get done. If you waste our time in class by breaking policy, I will take away some of your time during lunch or 9<sup>th</sup> period to help me with that work. This usually means cleaning. Finally, if you continue with the same behavior, it will be a write-up which means 503 decides what to do with you. Usually they send you to detention.

STUDENT 11 : Miss, that's not fair!

MRS. KELLY: Raise your hand please.

STUDENT 11 : No! I won't raise my hand. And I won't call them sinks! And I won't do anything because no one is following me on Instagram and I hate everyone.

MRS. KELLY: You sound really upset. We all have bad days every now and then. But one thing you must remember in this class is 'no arguing with the ref'. Sometimes you might disagree with the way I enforce the rules. For example, maybe I warn you about talking out of turn, but it turns out it was the person next to you who was talking. Instead of stopping class to argue, which only wastes time and makes both of us more upset, I ask that you calmly use teacher time-out. (*PROP MASTER holds up teacher timeout sign.*) When you make the time-out signal to me, I will understand that you need to have a private, calm conversation about something that happened. I will almost always tell you to wait for that teacher time-out so that I can get the rest of the class on task and working before we speak privately. You will know I want you to wait when I hold my hand like this. This hand up means, "You are the most important person in the world to me right now. I can hardly wait to talk to you. Please be patient." As soon as I have a chance, we can have a talk. (*STUDENT 12 raises their hand.*) Yes?

STUDENT 12: Miss, this is a lot of information to remember. If my brain explodes, can I call a teacher timeout?

MRS. KELLY: This feels like a lot to remember right now, but when we practice these procedures every day, you won't have to think about it so much anymore. Plus, we

have signs which will be up on the wall to remind you of all our class procedures.  
(*STUDENT 13 raises their hand.*) Yes?

STUDENT 13: Miss, I would like to say on behalf of the class, excuse me, on behalf of the ensemble sitting here, that we will follow these procedures every day and we will make you proud.

MRS. KELLY: Stop it, you're going to make me cry.

STUDENT 13: Furthermore, we will go above and beyond these procedures. We will help each other and you in any way we can to become responsible and collaborative learners who can express themselves clearly and creatively.

MRS. KELLY: Now you've done it! I won't be able to stop crying for days. You better come up here and give me a dramatic hug before I faint.

(*STUDENT 13 goes and gives MRS.KELLY a hug.*)

MRS. KELLY: Thank you to all my actors today for helping us learn about procedures in class. Can everyone who performed please come up to take a bow?

(*ALL PERFORMERS go on the stage and take a bow.*)

MRS. KELLY: Thank you for watching our play. This is the part where you applaud.