

Hall Pass



System

Teacher Name: _____

HALL PASS

School Year: 20____ - 20____

Grading Period: _____

Name: _____

Class: _____

Room: _____ Period: _____

Date: _____ Time: _____

Destination: _____

Teacher Signature
(Not Valid Unless Signed)

Teacher Name: _____

HALL PASS

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HALL PASS

School Year: 20____ - 20____

Grading Period: _____

Name: _____

Class: _____

Room: _____ Period: _____

Date: _____ Time: _____

Destination: _____

Teacher Signature
(Not Valid Unless Signed)

Hall Pass System Details

Before You Copy Your Hall Passes:

- Write your name on the top line.
- Fill in the school year blanks.
- Enter the grading period (1st semester, 2nd quarter, etc.)
- I mark “**HW**” on the bottom two hall passes and allow these to be used as Homework Passes as well as the other uses I will discuss below.

After Copying the Hall Passes:

- I sometimes will stamp them with a colored stamp to make them harder to duplicate.

Distribution to Students:

- When I hand out the Hall Passes to students I have them immediately fill out the next three lines of the hall pass (name, class, room, and period) in ink so that they cannot be transferred between students.

My Hall Pass Rules (Use or modify as you see fit):

- One sheet of four Hall Passes is good for the first semester. They will not be replaced if lost.
- Hall Passes can be used for three reasons in my classes:
 - a) to turn in homework one day late without penalty (bottom two “HW” passes)
 - b) to avoid a detention after being late to class (any of them can be used as a late pass)
 - c) to leave the room for water, restroom, etc. (requires teacher signature)
- At my school we have an actual plastic pass, so when a student gives me one of my passes that allows them to take the plastic pass.
- Unused hall passes may be turned in at the end of the semester for some privilege, treat, etc. (Note: I do not give extra credit points anymore for not using the passes as it became a problem in the past. A parent protested the inequality for her child who had a “small bladder.”)

Other Notes:

- I ask students to try to wait for an appropriate time before using passes.
- My standard answer when someone asks to leave the room is, “If you have a pass...”
- If students forget or lose their passes I require them to stay after the bell for as long as they are gone using the restroom.

Benefits of the Hall Pass System:

- Having a Hall Pass System has drastically reduced the amount of time that students are gone from the classroom and has put the decision for leaving largely in their hands if they still have a pass.
- Even though it is just a small part of my overall classroom management system, having an effective hall pass system will decrease disruptions and allow more time to be spent on teaching and learning.
- This is my system. Of course you should modify it to suit your needs.

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