

MRS. HEBERT'S CLASSROOM RULES AND PROCEDURES

A Special Note on iPads:

1. Your iPad may only be used for educational purposes while in class. Playing games and/or accessing any form of social media (facebook, twitter, facetime, etc.) is strictly prohibited. Any violation of this expectation will result in loss of your iPad for the hour. Further violations will result in additional disciplinary actions.
2. When the iPad is not in use, **the cover must be closed, and the iPad must be placed under your chair.** I will prompt you to get your iPads out or to put them away. Insubordination in this matter will result in loss of your iPad for the rest of the hour. Repeated insubordination will result in additional disciplinary actions.
3. **You may not completely dim the brightness of the screen on your iPad.** If the screen is dimmed to complete darkness, you will be asked to adjust the brightness once. Failure to do so will result in loss of the iPad for the hour, and you will be given an alternative paper and pencil assignment.
4. **When I am talking, the iPads must be put down, covers closed.** You may go back to working on your iPad when I am finished talking or giving instructions.
5. Remember, having an iPad is a privilege. Use it responsibly.

Other Electronic Devices:

1. You may not use your cell phone (or any other electronic device other than your iPad) while in class. Please make sure your phone/device is turned off or remains in the locker. **If your parents have an emergency and must get in touch with you, they need to call the office, not your cell phone.** You will be asked to put your device away once. Insubordination or repeated violation of this expectation will result in further disciplinary action.
2. Please make sure that your music is turned off, and your head phones/ear buds are put away before the class starts. You need to begin your class work as soon as the bell rings.

Necessary materials:

1. Please make sure you have a three ring binder with dividers. I will supply you with lined paper and help you set up the binder correctly. The binder will allow you stay organized and keep all of your essential materials together.
2. Bring a writing utensil —a black or blue ink pen and a number two pencil. This is English—we will be writing in class every day.
(There is a large container on my desk in the back of the room filled with pens and pencils- if you don't have one, feel free to borrow one of mine, but make sure to return it before you leave the room).
3. Make sure you have your iPad and your textbook in class every day.

Entering the classroom:

- **You may not bring your back pack, book bag, or purse into the classroom.** They must be placed in your locker and remain there for the rest of the day.
- Please go directly to your seat, and as soon as the bell rings, begin working on your Warm Up assignment.

Tardiness:

- You must be in your seat when the bell rings. **Just because your belongings are in the room does not mean that you are on time. Your body must be physically present.**
- If you are late, you must come in quietly to avoid disruptions to the class, sign the Tardy Log by the door, and put your Tardy slip in the basket.

MRS. HEBERT'S CLASSROOM RULES AND PROCEDURES

Homework:

- Most of your work (with the exception of some reading assignments) will be done in class. If we don't finish the work in class, you may have to finish it at home.
- **All assignments are due the next day, unless instructed otherwise.**

Class Work/Missed Work:

- **Class work cannot be made up** unless you were absent and excused. If you are in class, I expect you to do the work.
- If you are absent, **it is your responsibility** to complete any homework or class work assignments that you may have missed.
- Look for daily assignments and class logs on the class website

Attire:

- **No hats or any other type of head covering is allowed in the classroom.** You should take your hat off as soon as you walk into the building, and keep it in your locker for the rest of the day. This is a professional environment, please treat it as such.
- Your attire must be school appropriate. Please consult your student handbook for general guidelines. **If I deem your attire inappropriate, I will have to send you to the office.**

Food and Beverage

- No food is allowed in the classroom, unless I give you a special permission.
- **No drinks are allowed in the room except for water. The water bottles must be placed on the floor when technology is in use. Do not have your water anywhere near your iPad to prevent accidents from happening.**
- If I see any food or drinks (other than water) in the classroom, you will be asked to take it outside, or to place it on the counter in the back of the room for the rest of the hour.

* Certain exceptions are made for AP Literature students.

Bathroom breaks:

- **You may not ask to go to the bathroom during the first and the last 15 minutes of class or during instruction time.**
- If you need to use the restroom, pick up a hallway pass on my desk in the back of the room, fill it in, and bring it over to me to sign it. **Only one person may be out of the room at a time-please be considerate.**
- If you have an emergency, please let me know immediately.
- **Please remember that substitute teachers cannot give passes. If there is an emergency, please ask the substitute teacher to call the office for assistance.**

Behavior:

- Above all else, be respectful to your classmates and handle all situations professionally.
- Sleeping, napping, or putting head down will not be tolerated in my class. If you are not feeling well, please let me know ahead of time and I will send you to the office.
- If you have a question or a comment, please do not call out. It is only appropriate to raise your hand if you have something to say and wait for me to call on you.
- You may not get out of your seat and walk around the room without my permission (accommodations are made for 504 plans and IEP's). If you need something, please let me know what is going on first.
- If you have a problem in class, speak to me about it privately.

Absolutely no threats, intimidation or put downs will be tolerated in this class. In the event of any of these, I will immediately have you removed from the room, referred to the administration, and you will face suspension.

Exiting the classroom:

- **Do not pack up your materials before you are instructed to do so.** I promise to always leave the last two minutes of class for clean up and getting ready to leave.
- All work that is being collected at the end of the class (including your homework assignments) must be turned in to the **IN** tray on your way out of the classroom; any late assignments must be placed in the **LATE** tray.
- Please pick up your trash and straighten your desk before you leave.

MRS. HEBERT'S CLASSROOM RULES AND PROCEDURES

I reviewed Mrs. Hebert's classroom rules and procedures, and understand that my failure to comply with these expectations will result in disciplinary action, including, but not limited to loss of privileges, change of seat, parent contact, and removal from the classroom.

Name: _____

Signature: _____

Date: _____