

# Mrs. Hebert's Classroom Rules, Procedures, and Expectations

## A Special Note on iPads and other electronic devices:

1. Your iPad may only be used for educational purpose while in class. Playing games and/or accessing any form of social media (facebook, twitter, facetime, etc.) is 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 on the side of the table/desk.
3. **You may not dim the screen on your iPad.** If the screen is dimmed, you will lose the iPad for the hour, and 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.

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## *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.

## *Homework:*

- Most of your reading will be done at home.
- You will have one or two assignments per week-more or less. More, if we don't finish all of the work in class; less if we work efficiently and productively.
- **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 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.

### *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.
2. Please make sure that your music is turned off, and your headphones/ear buds are put away before the class starts. You need to begin your class work as soon as the bell rings.
3. Please ask your "mom" not to text/call you during school hours.

### *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. Place the "Bathroom Pass" hand sanitizer on your desk before you leave the room.: use it to clean your hands thoroughly upon return, and put it back on my desk when you are done. **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. If you need something, please raise your hand and 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 class, 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.

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

Name: \_\_\_\_\_

Date: \_\_\_\_\_