

## Mrs. Hepworth's Classroom Procedures

1. Behavior at the Beginning of Class:
  - a. Collect all needed materials: binder, textbooks, etc.
  - b. Sharpen pencil, if necessary.
  - c. Sit in your assigned seat
  - d. You may chat with one another until class begins.
  - e. Once class begins, stop talking and **immediately** begin working on the Ram Reps.
  
2. Behavior at the End of Class:
  - a. Please wait until I excuse you before you begin packing up.
  - b. Do not put your binder away until you have been instructed to do so.
  - c. Once I dismiss you, please **push in your chair!** After that, you are welcome to leave. Remember: The teacher dismisses you, not the clock. I promise I will give you adequate time to take care of any business and get to your next class on time.
  
3. Attention Signal:
  - a. During partner or group work when students are permitted to talk, I will call you to attention by counting down from 5. When I get to 1, I expect all students to be silent and paying attention.
  
4. Requesting a Drink of Water:
  - a. You have time between classes to take care of any personal matters (bathroom, drink, etc.). Do not ask to go get a drink of water unless you are prepared to relinquish a hall pass (you only get two per quarter).
  - b. You are welcome to bring a water bottle to class as long as it does not become a distraction.
  
5. Requesting Permission to Use the Restroom:
  - a. Again, you have time between classes to take care of any personal matters (bathroom, drinks, etc.). Do not ask to go to the restroom unless you are prepared to relinquish a hall pass (you only get two per quarter).
  - b. If you have an issue requiring special attention, please bring a note from a parent or doctor.
  
6. What to Do if You Feel Sick:
  - a. If you are extremely ill and feel like you might throw up, grab a garbage can and go to the restroom immediately.
  
7. Class Policy on Gum and Food:
  - a. Gum and snacks are tolerated as long as I do not hear them. If gum/snacks become a distraction or a mess, I will not permit any gum or snacks.
  
8. Procedure for Throwing Away Garbage:
  - a. Please use the recycle box for any paper products. Let's do our part!
  - b. If there is something you need to throw away, please quietly get up and throw it away.
  
9. Class Policy on Tardiness:
  - a. You are tardy to my class if you are not in the room when class begins.
  - b. Tardiness will affect your work habits grade negatively.

10. Procedure for Sharpening Your Pencil:
  - a. Please sharpen your pencil **before the bell rings**.
  - b. If your pencil breaks and needs to be sharpened in the middle of class while working independently, please get up and, as quietly as possible, sharpen your pencil.
  
11. Procedure for Submitting Completed Work:
  - a. When an assignment is due, I will collect it in class.
  - b. I will accept work until 3:00 PM the day it is due (unless it is needed for class that day).
  - c. While I am flexible with when you submit your work the day it is due, it is never acceptable to work on homework in my class or any other class the day it is due.
  
12. Class Policy for Making Up Work Missed While Absent:
  - a. All classroom activities missed while absent (including Ram Reps—journals) can be found on the class calendar on the website ([hepworth.weebly.com](http://hepworth.weebly.com)).
  - b. You may ask me for any clarification on activities as well as missed handouts before or after class.
  - c. All classwork must be completed within one week of your return. If an assignment was due on the date of absence, the assignment is due the day you return.
  
13. Late Work Policy:
  - a. I do accept late work, but it will affect your work habits grade negatively.
  
14. Behavior in the Hallways DURING Class Time:
  - a. Walk in a single-file line.
  - b. Be 100% silent.
  
15. Reading Book Policy:
  - a. You are expected to have a reading book with you each and every day. Having a book everyday is part of your work habits grade.
  
16. Appearance of Homework, Assignments, and Binders:
  - a. Make sure your first and last name, date, and class period are in the upper left-hand corner of each assignment.
  - b. All work must be written on regular sized loose-leaf paper. Keep your paper free of scribbles or unnecessary marks. Do not tear paper out of your binder or notebook (unless perforated).
  - c. Make sure that you do not scribble or tear your binder. It needs to stay clean and organized.
  - d. When appropriate, assignments should be typed.
  
17. Ram Reps—Journals:
  - a. Ram Reps—You need to write the entire 10 minutes of the given journaling time.
  - b. Make sure that you:
    - i. Write legibly.
    - ii. Date and number each entry.
    - iii. Do not doodle or scribble.
    - iv. Don't get behind.