Read, sign, and get this graded for completion, then put this page in your class folder (in the cabinet).

1. **Entering the class.** Go to assigned seat, put backpack/books on table or under your chair; avoid trip hazards or blocking anyone’s view of the board.
   * Check the board for class assignment. Turn in work. Get ready for class.
   * If there is time before the bell, you may use the bathroom. You must be in the room for attendance or you may be marked absent or tardy. Then, it is your responsibility to correct that with the office.
2. **Phones**. Everyone will put their phones in the Phone Caddy bins (labeled by table). If you choose to keep your phone in a backpack, it should not be seen during class.

* Violations of phone policy will result in the phone being kept by the teacher or office until the end of the day. Repeat violations may result in detention and/or a fine from the office.

1. **Tardies**. You may be marked tardy or absent if you aren’t in the room when the bell rings. You will need to correct this with the office later.
2. **Absences**. Planned and unplanned absences:

* If you know about an absence, it is your responsibility to plan for it. If appropriate, turn in your work before the absence or send it with someone on the day it is due.
* Find out what you will miss before an absence. It is your responsibility to get your work before you leave. (*See district policy for absences and late work.)*
* For unplanned absences, be ready to show where you are on your current work.

Then, talk to Mrs. Woodall about what you missed, and when your work is due.

1. **Tutoring**. Use tutoring time if you need help, have missing work, or low grades. Sign-in for tutoring in the red folder by the door. This can earn you extra points on your class grade/average.

|  |  |  |
| --- | --- | --- |
| **2016-17 Tutoring** | **Week Day Available** | **Available if Scheduled** |
| 7:15-7:55 a.m. | M T W Th |  |
| 3:40-4:20 p.m. | T Th |  |
| Study Hall |  | M T W H F |

1. **Leaving the Room**. If you need to leave the room, it may not interrupt instruction. You need to 1) get permission, then 2) sign out. The red sign-out folder is located by the door. If you are leaving the building, you will need to take a pass.
2. **Computer position**. Do not move the computer, change any settings, or connections. Computers should be sideways, behind each monitor. This gives access to both ends (for audio jack & cables) and prevents damaging the hard drive. Moving the computer while it is on can damage the hard drive.
3. **Computer Maintenance.** Following these guidelineswill help maintain the computers.

* Do not have food, candy, or drinks near the computer. These should be left at the table.
* If a scan is running on the computer, do not close it out. Either minimize, and work around it, or ask Mrs. Woodall what to do with it.
* If your computer does something unusual during class, let Mrs. Woodall know and/or write it on the board. This will speed up the repair & maintenance process.

1. **Downloading**. You may not download software, documents, images, or other things to any computer without Mrs. Woodall’s approval. (This includes changing computer settings or screens.)

This increases chances of viruses, PUP, and cookies that cause errors and slow down computer function.

1. **Rewards & Free Time Fridays:** When we have some free time, realize this is a privilege. During this time, you may use your phones, play games, or talk. The ways to earn Free Time:

* Have good grades and all weekly work complete & turned in on time.
* Attend tutoring to fix failing grades or missing work.
* Be punctual to class, behave and participate well during class, and follow class/school policies.

1. **End of Class**. Bring the computer back to the desktop screen, close out all windows and programs. Pick up any trash in your area. Push in your keyboard tray and chair. Please do not shut the monitor off as another student will be using it.

* The last class on Friday (or before a holiday break) should shut the computers down.

If you have questions about any of these policies, feel free to contact me. My email is: [swoodall@hollandisd.org](mailto:swoodall@hollandisd.org) or you can call the school and leave a message 254-657-2523. My conference period is 8:50-9:35 a.m. I appreciate your support and understanding to abide by these policies. It will make class more enjoyable for everyone!

--Thanks, *Mrs. Woodall*

*Please sign below that you have read and understand these policies.*

*Student signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (graded \_\_\_\_\_\_)*

***FYI***

* *After turning this in for a grade, you will keep this in your class folder.*
* *Keep the folder in the cabinet assigned for your class period. It will be available for notes, keeping graded work, study materials, & project information.*
* *Folders will be turned in for a grade at different points in the year.*