

RULES & EXPECTATIONS FOR MS. UNDERWOOD'S CLASSES

- ✓ **Absences:** If you are absent from class, it is your responsibility to get the work you missed from your teacher. ALWAYS assume that you have work that needs to be made up.
- ✓ **BECCA Absence:** If you are more than 5 minutes late to class, you will be marked BECCA absent (even if you come with a note).
- ✓ **Tardiness:** To be considered on time you must be in the door when the last tardy bell rings.
- ✓ **End of Class:** Keep working and stay seated until you are dismissed by Ms. Underwood (the bell does not dismiss class).
- ✓ **Hall Passes:** Only one person out of the room at a time, and students must sign in and out. Pass privileges may be revoked for poor behavior in class. ****There will be times when leaving the classroom will not be allowed (i.e. guest speakers, class presentations)***
 - Electronic devices and backpacks/purses will not be permitted when leaving to use the restroom.
 - *You will need to turn in your Electronic device in exchange for the use of the bathroom/water fountain pass. The device will be returned to you in exchange for the return of the pass.*
 - *Students will have 3 min. to use the restroom/get water. If more time is needed, a pass to the nurse may be requested.*
 - *It really is best if you use the restroom before coming to class.*
- ✓ **Electronic Devices:** must be turned off and out of sight before the student walks into the room and until they have exited the room. If they are seen or heard, the teacher will take the item and turn it into the front office at the end of the day.
 - *Make arrangements with Ms. Underwood ahead of time if you know you are expecting an emergency call.*
 - *Employers and college's know students are in school and are usually willing to leave a message or call when students are not in class. Please plan appropriately.*
- ✓ **Computer Settings:** Students may not change the desktop, alter settings on the computer, add or delete programs, get into another person's files or play games.
- ✓ **Social Media:** Is not to be used in class.
- ✓ **Food and Drinks:** Clear, regular water is allowed in a clear bottle with a lid. Other food and drink are prohibited in the classroom.
- ✓ **Perfume/Fragrance free zone:** the use of perfume, cologne, lip gloss, lotions, hand sanitizers, hair sprays or any other items that have any scent will be prohibited. **You can wear them in the room, but please do not put them on in the room, nor right before entering. **Keep in mind, less is more.*