Dear Applicant,

Thank you for registering for Microsoft Access 2013. Know that you are going to have a blast in my class! I am looking forward to getting to know you and helping you achieve your learning goals. I wanted to take this opportunity to share some information about my class and encourage you to communicate with me.

**Supplies You’ll Need**

iPad, Laptop, iPhone, or Tablet,

**Payment Methods**

Cash

**Site Use Rules**

**SAFETY:**

1. Locate and study emergency exit routes posted in your classroom.
2. My contact phone number is (919) 323 – 2722.
3. Any accidents or incidents on school property need to be communicated to your instructor. You may be required to fill out an Incident Form which you will complete and submit to your instructor as soon as possible.

**ROOM USE: Sanderson High School**

1. Please leave the classroom as it was found… i.e. do not rearrange furniture or teacher’s desk.
2. No cell phones are permitted on or in use in the classroom or in the hallways.
3. Many of our rooms are now equipped with “white” boards. Use only dry erase pens, please. After your class is completed, please erase anything you have written on the board. Do not erase information already on the board unless you copy it down and rewrite it at the end of class. You will be expected to reimburse costs to repair damage to the white boards or smart boards. (Smart boards in the classroom are not generally available for Community Schools’ use.)
4. Classrooms will be opened promptly at 6:15 p.m. and closed at 9:45 p.m. Early arrivals must wait until 6:15 p.m. to enter the building.
5. **Refreshments are not permitted in instructional areas**. However, feel free to utilize the vending machines located in the school cafeteria for breaks.
6. Place trash in the hallway receptacles.
7. Do not open drawers in the desks or files cabinets.
8. Do not consume school supplies.
9. Do not touch student work or displays that may be in the classroom.
10. If you need a VCR/DVD combo for a class presentation, ask your instructor at least two weeks in advance. He/she must make a request in ample time to ensure availability.

**SCHOOL POLICIES:**

1. **Do not smoke or use other tobacco products on school property (BUILDINGS OR GROUNDS) per NC State Statute. Please leave the school grounds to smoke**.
2. Alcoholic beverages, firearms or other weapons are not permitted on school property.
3. You must register for a class before you can attend. Walk-in registrations are welcomed. However, you may not bring anyone to class who is not registered, including children, other family members, or friends.

**PARKING:**

1. Please avoid parking spaces identified for administration and the front fire lane. You may park in the rear of the building.

**WEATHER**:

1. Weather closings and cancellations will be broadcast via local radio and TV stations.
2. If schools are opening with a delay on an inclement weather day, Community Schools will be open in the evening unless otherwise noted.

Thank you for reading this letter. I look forward to working with you.

Sincerely,

Regina D. Blount