

Classroom / Lab Rules and Regulations

Classroom:

- Enter classroom sign in on sign in sheet
- Clock in on time clock
- **No Food or Drinks near computers!!!**
- Class starts at 8:20 (be at assigned computer)
- Do all handouts given in class
- When finished we will discuss E.Q.
- Turn all papers in appropriate bin labeled on the wall
- Instructor will give rubric for the days lab assignment
- Turn off computers
- Clean up the floor and around your computer before going into lab

Lab:

- Get locker key and get kits
- Set up for the days lab assignment
- Then watch demo if one is given that day
- Start on days assignment
- Follow rubric (ask for help)
- Have Instructor check off work each time after completion
- **Break 9:45-10:00 afternoon 1:45-2:00**
- Finish work
- Put kits in lockers
- Put back locker key
- **Clean up at 10:30 afternoon 2:30**

**If finished with lab work before the end of class time
additional assignments will be given**

Assigned Cleaning Duties

- Each student is assigned a cleaning duties with another student
- **When finished notify instructor to get checked off**

If these rules aren't followed the following actions will be taken:

- **1st Break will be taken away**
- **2nd Parents will be notified**
- **3rd Clock out and go to office**
- **4th Write up**