Classroom Rules

1. Raise your hand or say excuse me before you speak
2. Be courteous to other students
3. Do not interrupt other students or instructor
4. Do not say bad things about or to another person
5. Always come prepared to work and participate in class
6. Be prepared with pencil or pen and paper
7. Be sure to download all handouts if taking the class on-line
8. Absolutely no cell phones allowed out during class
9. All cell phones must be either given to the supervisor till break or not on the person during class
10. All students will receive at least a 10-minute break every hour class and a 30-minute lunch if class is more than 3 hours
11. Each student is required to attend all assigned classes
12. If a student is going to miss class, they must call the instructor no less than 2 hours before class to make arrangements to make up the class