



Interactive Media & Web Design

Classroom Rules Handbook

1) Your work area is your responsibility

You are to keep both your traditional and digital work areas clean and free of clutter. Nothing is to be left on your desktops at the end of the day. Leave time at the end of each day to put all tools and project elements neatly away. Please leave your area as you found it or better.

****Any items left out in your workspace may be confiscated or disposed. Continued violation of this rule will lead to a 5 point deductions of your Ethics grade per day.***

2) Leaving the classroom

You are NOT to leave the classroom for ANY reason without first ASKING the instructor for permission. If you have permission to leave, you must sign out and sign back in when you return and take a hall pass with you.

****Leaving the IMWD classroom without permission is unsafe & serious. Any student violating this rule will be referred to Administration for discipline***

3) Horseplay

Horseplay will NOT be tolerated. This includes, but is not limited to, yelling, slapping, swearing, punching, tripping, grabbing, pinching, kicking, boisterous laughter and throwing items. These are adolescent behaviors. You are on the brink of adulthood. Act like it.

****Engaging in horseplay is not only unsafe & childish, but it will result in being referred to Administration for discipline.***

4) Cellphones

Cellphones, MP3 players and other personal electronic devices are not allowed in the classroom for any reason. They are to be kept in the classroom holder or in your locker. And they **MUST** be turned OFF, unless the teacher allows time on your personal device. ***This time is at the teachers discretion only!***

**** If one of these devices are found in your possession during lesson time, even if they are turned off, they WILL BE CONFISCATED by the instructor on sight and returned only to your parent/guardian. (see the LCCTC Student Handbook for more details)***

5) Internet use

Use of the internet is not a right, the internet is a privilege. You must follow the policy as outlined in the LCCTC Student Handbook.

**** Failure to comply will result in immediate disciplinary action, up to and including expulsion. Any worked missed due to abuse of the internet privilege will result in an incomplete on any assignments for the program.***

6) Food in the classroom

No open containers or large food items are allowed in the classroom. No food is to be removed from the cafeteria and brought into the classroom A SMALL personal size snack is only permitted with teacher approval. All trash and crumbs will be disposed of in the appropriate manner.

**** Snacks in the room are a privilege, but if abused or not kept cleaned up removal of this privilege is likely.***

7) Drinks

No open containers or cans are permitted in the classroom. A personal size drink is permitted in the classroom only if it is in a clear container and the container has a fully covered and water tight cap.

** Drinks in the room are a privilege, but if abused or not kept cleaned up removal of this privilege is likely.*

8) Uniforms

You must wear your program uniform everyday (CTC blue top/ khaki pants). It is your responsibility to purchase enough uniforms to keep them laundered and presentable. You may wear sneakers but open-toe shoes are not allowed.

**Continued violation of this rule will lead to a 5 point deductions of your Ethics grade per day.*

9) Personal Hygiene

Just like its your responsibility to laundered and keep your uniform presentable. It is also your responsibility to attend to your personal hygiene. Your are training for career that is in office environment that you will share with other people. You will be expected to be clean and professional everyday.

**If you come to class un-showered or smelling offensively you will be asked to go to the nurse.*

10) Breaks

On occasion, breaks will be permitted. This will not always be true. These will be offered at the discretion of the instructor.

**Your personal behavior (in and out of the classroom), employability performance and work habits will directly determine the frequency. Additionally, live work, deadlines and project schedules eclipse availability of this privilege.*

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Signature Page

The Interactive Media & Web Design classroom rules are in place for your protection and to create a work area that is safe, clean and functional. Just like any professional office environment it is your responsibility to follow the rules and make sure you understand what is expected of you. Ignorance of the rules is not an acceptable excuse. If at any time you are unclear of the rules it is your responsibility to get clarification from the teacher.

Your signature below is an acknowledgment that you understand the rules and the consequences for breaking the rules. And if at anytime you are unclear of the rules it is your responsibility to get clarification from the teacher.

Date: _____

Print Name: _____

Signature: _____