

FSCJ Classroom Rules

Please read the following classroom rules and standard operating procedures (SOP):

1. Tardiness is unacceptable.
2. Respect fellow students, do not speak while class is in session, unless you raise your hand
3. Do not get up and move around the class when class is in session, unless instructed to do so by the instructor.
4. Complete and turn in all assignments by the deadline date.
5. Laptops are not allowed in the classroom.
6. Place cell phones on vibrate. Do not take phone call until break-time.
7. No texting in class.
8. Theft of any kind is not tolerated.
9. No sleeping in class...which means no resting your head on the desk.
10. No fast food in the classroom...you may eat lunch in the lounge.
11. Turn in assignments by assigned deadline date, to include research papers, homework assignments, required documentation, resumes and reference list.
12. Dress code:
 - a. Wear a belt with your pants
 - b. Wear a shirt with sleeves
 - c. Do not wear your personality / personal opinions or beliefs on your attire
13. No cussing or rude demeanor in or out of the classroom. Remember, you are representing the program.
14. Speak quietly in the hallways
15. A Random drug test may be administered throughout the program.
16. You will NOT receive any money for attending this program.
17. Go to the Admin Assistant with all requests, not the Instructors, Program manager or coordinator.
18. Remember, you must work for one full year after the completion of this course.

Three documented violations of these classroom rules may result in termination of the course.

Sign: _____ Print: _____

Date: _____