Dr. Libby’s

Classroom Rules

* The Computer Lab and Classroom are to be kept neat and clean.
* No food or drinks at the computers.
* The “Valley Park Handbook” rules will be enforced.
* Please notify the instructor, AT LEAST the day before, if you know you will be absent.
* Always be prepared for class. This includes having your book, pencil, paper, work, etc…
* Discipline problems will be dealt with individually by the instructor. If the problem continues, students will be sent to the office.
* Follow safety rules at all times.
* Late assignments or becoming behind on competencies may result in a lower grade. Unless an extension is given, the assignment is due the designated day. Late assignments will cause the student to lose partial or all points that are given to the assignment.
* It is the student’s **responsibility** to make up missed work. You must ask the instructor for the missing assignment(s) & sign up a designated time to make up tests.

Dr. Libby’s

Classroom Expectations

* Attitude –

# Positive Attitude toward classroom work, teacher or

Other students should always be positive

* Responsibility –

# Inform teacher of absence

Complete assignments as required

* Preparation –

Assignments completed on time

Bring supplies to class (pencil, pen, paper, etc…)

* Work Habits –

## Listen attentively

Follows directions

Completes work

Works independently

Works well with Groups

Keeps work area organized

* Personal Development –

## Following all rules and regulations of the classroom

Gets along well with others

Demonstrates self-control

"Always do what you are afraid to do."  
**Ralph Waldo Emerson**

“We are what we repeatedly do. Excellence, therefore,   
is not an act but a habit.” **Aristotle**

“Every artist was first an amateur.” **Ralph Waldo Emerson**