Rules for Creating and Maintaining a Classroom Environment that Supports Learning

Cell Phone Use
- Silence phones and do not use the phone in class. This includes answering incoming calls and sending text messages.
- Ringing phones and phone conversations disturb others.
- Do not leave class to answer an incoming call or make a phone call.
- You are never more than an hour and fifteen minutes away from a break or the end of class, wait to use your phone then.

Appropriate Behavior
- You must behave civilly in the classroom and laboratory: You may not touch someone else or their property without permission. You may not use offensive language or say things that offend others.
- You may not threaten anyone, even in a joking manner. All threats are taken seriously and will immediately referred to the Dean of Student Affairs for appropriate action.
- You must always address me, your instructor, with respect.
- Even minor infractions may be reported to the Dean of Student Affairs.
- Inappropriate behavior may result in disciplinary action, dismissal from this class, and possibly dismissal from CCC.

Attending Class on Time and Leaving Class
- Arrive before class begins and find a seat that works for you.
- Stay until class ends. Don’t leave class unless you absolutely must.
- The noise and activity that occurs when you enter and exit the classroom while class is in session disturbs others.

Eating in the Classroom
- If you must have some food during class, consider how the opening of packages affects others.
- Handling food and eating can distract others.

Maintaining a Focus on Classroom Activities
- Eliminate electronic devices or other distractions that keep you from concentrating on the current class topic or activity.
- Do not use a laptop computer for anything other than taking notes or answering class related questions.
- Do not use a smartphone for anything other than taking notes or answering class related questions.

Everyone has a right to a classroom as free from distractions as possible. Each of us must consider how what we do affects other people’s learning experience.