**Apparel and Costume Lab Procedures**

**Beginning Class:**

* Put away food, beverages, and gum when entering the classroom. (Water too!)
* Always check for “Do-Now’s” upon entering the classroom.
* At the bell, all talking should cease.
* Bookbags and other belongings need to be pushed under the tables.
* The school tardy, absence, and dress code policies will be enforced.

**Procedures During Class:**

* General announcements will be given each day to keep you aware of due dates, etc. You will be responsible for all information given at this time.
* You will sign out and fill out a pass for me to sign when leaving the room for the bathroom or water.
* Treat all machines, furnishings, and equipment with respect. Please sit on chairs or benches with your feet on the floor. Please refrain from writing on furnishings and from placing tape or stickers on the walls or furniture.
* Procedures for checking out certain tools will be given. Only handle supplies that belong to you.
* Read your guidesheet BEFORE asking questions.
* Remain at your work area during class.
* If you need help while we are sewing individually, write your name on the board. Once I have helped you, erase your name off of the board.
* There are many of you and only one of me, so you have to be patient when waiting for help.

**Procedures for Interruptions**

* When the announcements come on, you must be quiet so everyone may hear them.
* I will be the only one to answer or use the phone unless I give you permission to do so.

**Procedures for Ending Class**

* You will have 5 minutes to pack up your belongings (double check for items you may have left out) and clean up your area at the end of a lab day. You MUST continue to work until this time.
* **Remain in your seat or at your station until the bell rings.**