

Celeste Community Learning Center

Basic Guidelines

- Be considerate of other patrons by speaking quietly
- **ABSOLUTELY NO** food, gum, candy or drinks are allowed in the Learning Center
- Patrons must stay in the CCLC and may not enter staff areas. Unless there is a scheduled class, there will be **NO** admittance to any other part of the school building. Restroom access will be allowed on a necessary basis and will require staff permission.
- Patron Guests must have a signed Computer Code of Conduct Policy on file to use the computers
- Harassment of patrons or staff will not be tolerated
- Harassment may include, but is not limited to, inappropriate or abusive speech or gestures
- Appropriate clothing should be worn
- Damaging, defacing, or misusing library materials, equipment or facilities is prohibited. Placing feet or shoes on furniture or sitting on arms or backs of chairs is not permitted.
- Keep personal items within reach at all times
- Using iPods, cell phones, headphones, MP3 players at a level that can be heard by other individuals is not permitted
- Parents or caregivers must supervise children under the age of 12 at all times
- The Learning Center closes promptly at 7:00 PM. Students are to be picked up at or before 7:00 PM.
- Students may read, research for classes, work on homework, or use the computers for educational purposes
- All students will be involved in learning activities while in the Learning Center. Students who are not actively involved in learning activities will be asked to leave
- Any student or patron who cannot follow these guidelines may be barred from the Learning Center

I have read and agree to abide by and uphold all rules and policies of the Celeste Community Learning Center

Signature

Date