

Sign-in/Sign-out Procedures for Students

You must sign in and sign out each day.

Signing In

- Sign in at the beginning of class and begin your DO NOW upon entry to class
- If you are late (and you do **not** have a pass) you must fill out the tardy log

Signing Out (Procedures for Leaving the Classroom)

When you sign out you are signifying that you will:

- Log completely off of the computer (Do NOT lock the computer - please log off)
- Clean your work area including removing all trash
- Take your book bag and other materials with you
- Push in your chair
- Check that the mouse, keyboard, monitor and all items at your assigned work station have not been damaged in any way. Everything should be plugged in.
- Ensured that items belonging to Dr. Dupree or ELHS BCS including textbooks and headphones will be returned to the appropriate location.
*Please remember that the bell does not dismiss you.

Printed Name of Student

Signature of Student

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date