



USD TRiO Upward Bound



OFFICE RULES

- 1. NO FOOD OR DRINKS NEAR THE COMPUTERS**
 - a. can only use computer for school work during tutoring time 5:00 p.m.- 7:45 p.m. (nothing else during this time) example: no chatting, myspace, games, etc...
 - b. only print on the HP 4050 (if need to print in color, ask first)
 - c. only bottled water near computer
- 2. DO NOT CHANGE SCREENSAVERS ON COMPUTERS**
- 3. DO NOT SAVE STUDENT WORK ON DESKSTOP (It will be erased)**
 - a. Save student work under My Documents (create a folder for self)
 - b. All computers will be cleaned out in December and May
- 4. NO WRITING OR ERASING OF WHITE BOARDS**
 - a. unless working on homework with tutors
- 5. COPY ROOM IS OFF LIMITS**
 - a. if you need anything from this room ask first
- 6. ALWAYS ASK BEFORE TAKING OR USING ANYTHING IN OFFICE**
- 7. NEVER ALLOWED TO USE ANYTHING OR BE NEAR THE FRONT DESK AREA**
- 8. PICK UP AFTER YOURSELF**
- 9. PUT THINGS BACK WHERE YOU GOT THEM FROM**
- 10. NEVER GO ANYWHERE OUTSIDE THE OFFICE WITHOUT LETTING A UB STAFF MEMBER KNOW**
 - a. you must always go with another person if going to 7 eleven, Carle's Jr., Starbucks, etc...
- 11. OFFICE DOORS NEVER TO BE CLOSED**
- 12. ONLY USE THE PHONE BY THE MAIN ENTRANCE TO CALL YOUR PARENTS / LEGAL GAURDIANS**