

BUKIT SION MIDDLE SCHOOL
LANGUAGE LABORATORY RULES AND REGULATION

1. Line up before entering the laboratory.
2. Sit in your assigned seat according to attendance list order.
3. No eating or drinking during the lab activities.
4. Pay attention to teacher's instruction.
5. Be careful with cords and equipment.
6. Check all the devices and make sure all the devices are working.
7. Responsible with all the devices. If any devices broken after being used, students must report to the subject teacher, then teacher write it on the journal and students must replace it at least one week after the accident.
8. Notify to your teacher if any equipment or furniture needs adjustment or repair.
9. Headsets are to be treated with care; do not unplug or bend any part of headset.
10. Do not put on personal headsets without permission from your teacher.
11. Remain seated during the entire laboratory activities.
12. Tidy up afterwards.
 - ✓ All the devices must be put in their place,
 - ✓ Chairs must be pushed in,
 - ✓ Keep the lab neat and clean.
13. All class rules are applicable in this laboratory.

JAKARTA, JULY 10th 2018

Principal

Laboratory Coordinator

Wendy Hartono, M.Pd.

Mirah Nugraha, S.P.

BUKIT SION HIGH SCHOOL

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JAKARTA, JULY 10th 2017

Principal

Laboratory Coordinator

Agustinus Siahaan, S.Si.

Mirah Nugraha, S.P.

SCIENCE LABORATORY RULES AND REGULATION

1. Read the experiment procedure and theory carefully before doing the experiment.
2. Line up before entering the laboratory.
3. Use lab gown and bring only instruments related to the experiment.
4. Pay careful attention to the teacher's instruction.
5. Check if all the equipment are fine and clean before using them. Any damaged equipment shall be returned to the subject teacher.
6. Be responsible to all the equipment. If any equipment is broken after being used, students must report to the subject teacher and lab coordinator, then lab coordinator will write it on the journal and students sign the journal and must replace it at least one week after the accident.
7. No eating or drinking during the lab activities except for the specific experiment.
8. Be neat and organized.
 - ✓ Keep your work clean,
 - ✓ Secure long hair or loose clothing.
9. Any accident must be reported right away.
 - ✓ Any liquid/ instruments spilt/broken, or any injury.
10. Protect your eyes and skin.
 - ✓ Wear safety goggles/ gloves when required.
11. Be careful with electric cords and equipment.
12. Notify the subject teacher if the student cannot attend the experiment due to health conditions.
13. Clean up afterwards.
 - ✓ Put everything away,
 - ✓ Wipe down your work area,
 - ✓ Wash all the equipment,
 - ✓ Wash your hands.
14. All class rules are applicable in this laboratory.

Jakarta, July 10th 2018

Principal

Laboratory Coordinator

Wendy Hartono, M.Pd.

Mirah Nugraha, S.P.

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