

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 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 2017

Bukit Sion Middle School Principal

Laboratory Coordinator

Wendy Hartono, M.Pd.

Mirah Nugraha, S.P.

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Bukit Sion High School 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 attention carefully to teacher's instruction
5. Check all the equipment are fine and clean before use it. Any damaged equipment shall be returned to the subject teacher
6. **Be responsible to all the equipment. If any equipment 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. Make notice letter not to attend the experiment for certain health condition.
- 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

Bukit Sion Middle School Principal

Wendy Hartono, M.Pd.

Jakarta, July 10th 2018
Laboratory Coordinator

Mirah Nugraha, S.P.

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