

## General Conduct in the **Classroom**

1. Regular cleaning of classrooms shall be done by students attending each Korean class. Students are reminded to turn the **A/C** and all **lights off** and ensure that **all windows are closed**.
2. Each classroom is equipped with cleaning materials such as, brooms, mops, dust pans, trash bags and rags. These are to be utilized during cleaning of classrooms and must be properly stored away after cleaning. Should there be need for more or replacement, students may directly inform the office or may bring this to the attention of any Student Council Representative
3. Each classroom has two trash bins; **one for Recyclables (bottles and cans)** and one for **all other trash**. All students are expected to observe proper segregation of their trash.
4. With the spirit of Saemaul, each student is expected to pick up after their own litter. Trash must also be regularly taken out to avoid over accumulation of trash. Trash bags must be brought to the ground floor and placed near the entrance door for proper collection of trash.

## General Conduct in the **Study Room**

1. PSPS has provided its students a specific area where students may come to study. It shall be open on **weekdays from 9:00 am to 9:00 pm**. On exam weeks it shall be open from 9:00 am to 10:00 pm.
2. The study room is a place where students are supposed to study, so it is imperative to respect the privacy of other students and to keep silent at all times.
  - A. Ensure that **phones are put on silent mode** or **turned off**
  - B. **No loud music**. Should any student wish to listen to music, he/she should make **use of earphones** so as not to disturb other students
3. **Full meals are not allowed in the study room**, snacks however, such as biscuits, chips, sodas and the likes are allowed. It shall be the responsibility of each student however to clean up after their own trash. The yellow trash bag, once full shall be taken to the trash bin near the vending machine for proper collection.
4. Each Departmental Student Representative shall be responsible in ensuring the cleanliness of the study room. They may choose to assign students to clean the study room on a weekly basis.
5. Departmental Student Representatives shall be responsible in locking the study room door at the end of the day.