

Teacher _____

Date _____

Period _____

NAME	Time Out	Time In
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REPORTING

If a teacher receives a cart or enters a lab that is in disarray they should report the incident to Xavier (xbartley@cisphl.org) and Mr. Wiessmann (edwiessmann@philasd.org)
The tech department will reach out to the teacher who was responsible immediately before the reporting teacher.

- 1) If the notified teacher claims that the equipment was delivered to them in unsatisfactory condition it will be explained to them that it is their responsibility to report the incident or they are considered responsible.
- 2) Teacher will be told what was wrong with the equipment and how to prevent future problems
- 3) Teacher may have computer privileges revoked for their classes.