

**Mrs. Milito's Art Room**  
**Rules, Procedures, & Expectations**

**Rules: (ARTS)**

**Accountability**

- On time (to class & turning in work)
- Prepared & ready to work
- Responsible for assigned materials

**Respect**

- Teachers, other students, yourself
- Artwork, ideas, opinions
- Classroom & materials

**Try your best!**

- Give it your best shot
- Be creative
- You can do it!

**Safety**

- If you see something unsafe... say something
- Stop & think "Is this safe?"
- Avoid equipment damage

**Expectations**

- When the bell rings, you are in your seat silently started on your warm-up with portfolio & READY TO BEGIN
- During direct instruction, you have empty hands & are silently listening, following along, & participating
- During work time, you are quietly working on assigned project, using materials properly & safely
- At the end of class, you are cleaned up & silently sitting in your seat waiting to be dismissed

## Consequences

- Redirection (Verbal Warning)
- Conference after class
- Seat Change
- Loss of Privileges
- Parent contact
- Lunch or after school detention
- Viking Way
- Office referral

## Procedures

### Entering Class

- Come in quietly
- Grab portfolio
- Sit in assigned seat
- Begin warm-up
- Attendance is taken once bell rings during warm up

### Lecture & Direct Instruction

- Silent & listening
- Empty hands
- Take notes / follow along with demo
- No BR breaks

### Bathroom Breaks

- 10 min rule (not allowed in hall first or last 10 min)
- No BR breaks during lunch periods
- No BR breaks past 2:45
- 3X max per student per quarter
- Take hall pass (paintbrush)
- BR breaks during work time only

### Work Time

- Students are to be actively working during this time
- Students may talk quietly with tablemates (privilege)
- Students who finish early are to pick a quick art activity from extra time area

### Turning In & Picking Up Work

- Turn in / pick up all worksheets, small artwork, etc. in designated class bin
- Large artwork will be in designated area for class
- Extra copies of work available at the front table labeled by class
- See teacher for make-up work & late turn-ins

### Material Distribution

- Assigned helpers for distribution, collection, & clean up
- Materials will already be available in table bin or in designated area
- If you need additional materials or materials replaced see teacher

#### Clean-Up

- If you made a mess...you clean it up!
- Portfolios, artwork, & materials put away
- Trash / debris free tables & floor
- Tables wiped down
- Clean sink & counter

#### Exiting Class

- Cleaned up
- Work is turned in
- Sitting silently in seats
- Dismissed by tables

#### Emergency (see red crisis folder)

- Fire Drills
  - Exit right from class straight out the double doors outside & wait in grassy area across from employee parking lot & take roll
- Lockdowns
  - Lock doors & move students into back storage area out of view & take roll
- Medical Emergency
  - Call nurse & report incident
- Other Emergency
  - Call from office & or 911