

# Mrs. Shelton's ART PROCEDURES

## Class ROUTINE:

### WARM UP:

(10-15 – min)

- Class **begins** immediately when **YOU enter the room**
- **TAKE OUT JOURNAL/PROJECT**

**DRAW/DO ASSIGNED TASK FOR FIRST 10 MIN.**

**NO TALKING - GET IN THE ZONE**

Each student will be given a CLASS NUMBER. Your phone must be stored in your assigned spot.



**ALL PHONES TO BE USED DURING CLASS TIME MUST BE PLACED IN THE V.A.U.L.T.** If your phone is not placed in the V.A.U.L.T., and you pull it out later in class, it will be confiscated and immediately sent to the office for insubordination.

I WILL DETERMINE WHEN PHONES ARE RELEASED. (Somedays you will be allowed to have your phones, and somedays you will not.) PERMISSION MUST BE ASKED TO USE YOUR PHONE IN CLASS.

### **STUDIO CLASS =**

WORK IN CLASS!!!

I need to **SEE** you working!

Every day I evaluate your use of time and WORK IN CLASS.

**\*BRTI FORMS WILL BE ISSUED FOR TRUANT, INSUBORDINATE OR ANY BEHAVIOR THAT PREVENTS LEARNING FOR SELF OR OTHERS.**

## **I. CLASS BUSINESS**

(15-30 min)

**CLASS NOTES AND/OR CLASS DEMONSTRATION**

- **ALL Notes for Class and Demos** will be marked for PORTFOLIO POINTS! Save all papers, practice, sketches, and demo work.

## **II. Studio Time:** (45 +/- min)

### PROCEDURES:

- Class time is precious time—don't WASTE it!

**TALKING** is permitted keep it quiet or at a whisper, talk with consideration of others. Loud laughter and talking is distracting and allows little concentration.

*IF I CAN HEAR YOUR CONVERSATION FROM ACROSS THE ROOM IT IS TOO LOUD.*

**Music** will be played.

- I choose the music. No complaining. You have the choice to bring in your own.
- MUSIC REQUESTS** can be submitted to my SPOTIFY request sheet. I will preview your music. If I like it...I will play it. 😊

### **STAY SEATED IN YOUR ASSIGNED SEAT!**

You are placed in your SPECIFIC seat for a reason. Do not get up and wander around the room. It is distracting!

## **IV: CLEAN UP!!!** (5+ MIN)

### CLEAN UP PROCEDURES:

Daily Duties of all TABLES/GROUPS

- Pick up trash around Your Zone
- Wipe off table
- Organize Art Materials/and handouts for next CLASS
- Push in chairs when bell rings

# **CLASS PROCEDURES:**

- 1. CLASS NUMBER:** Each student will be given a "CLASS NUMBER". This number will be used for all things class related: Restroom Pass, Class Vault, class work, class projects, locker storage, etc.
- 2. CLASS VAULT:** All students are required to place their phone in the vault at the beginning of EVERY CLASS according to your class number. Phones will be "CHECKED IN" and then "RELEASED" BY, ME, YOUR INSTRUCTOR at a time I feel is appropriate.
- 3. PHONES:** Phones NOT STORED in the VAULT will not be allowed to be used during Studio Time
- 4. CLASS BOARD:** All announcements, due dates, and project info will be posted on the front board in the front of the room. PAY ATTENTION. Due dates are subject to move!!!
- 5. Tardy to CLASS:** Report to OFFICE. Bring me the TARDY SLIP.
- 6. RESTROOM USE:** Each student is permitted to have 4 RESTROOM PASSES per semester. (Medical needs will be taken into account)  
**FIND YOUR PASS/VAULT AGREEMENT IN OUR CLASS BINDER** – According to your class' color.
  - SIGN OUT.
  - I will PUNCH your pass. Return pass to binder
  - Take CLASS PASS (BLOCK) with you
  - 5 MINUTES LIMIT
  - ENTER time returning.
- 7. RESPECT THE ROOM:** Take care of our computers! Vandalism will not be tolerated.
- 8. FILES BOX:** organizer with lessons, notes, etc. from our lessons SEE SHELTON FOR LOCATION.
- 9. END OF CLASS: STAY SEATED TIL BELL RINGS. PUSH CHAIRS IN.**  
Clean up your area. Remove all trash. Put away all materials. Students hanging out on their phones while there are materials to put away and cleaned up will be put to work!!!  
**BUTTS IN CHAIRS. DO NOT STAND BY THE DOOR.**
- 10. ABSENT:** Go the FILE BOX and find what NOTES you missed or exercises you need to make up.
- 11. SHARING TEACHER FUN:** Be patient! I share this room with another teacher. There will be times that I need to set up demos & materials that I was not able to prior to your class.

- 12. LOCK DOWN:** Crowd next to the sink. Move table in front of door. Cover Door Window. Weapon in hand. LIMIT INTERNET USE. You overwhelm the cell tower and NO EMERGENCY CALLS CAN GO OUT.
- 13. FIRE DRILL PROCEDURES:** Meet in the corner of the parking lot on the GRASS near the Seminary Building. Line up by the PARKING LOT GATE.

# **GRADING PROCEDURES:**

## **TURNING IN YOUR WORK:**

- **"DUE DAY" WILL BE ANNOUNCED:** All Students will get their work out and place it on their table & fill out the corresponding RUBRIC.
- **FILL OUT RUBRIC**—Evaluate yourself. Give yourself an HONEST grade. Tell me any struggles you had and how you feel about your work.
- **NOT DONE?** Write at the top of your RUBRIC "NC" for Not Complete. You will receive partial points for what you have completed.
- **DIGITAL GRADING.** I will photograph your work on the ASSIGNED DUE DATE. All work will be accessed on that DUE DATE. COMPLETED OR NOT.
- **RESUBMIT WORK**  
**Late work fixes and retakes**  
**(2 MAX ON TESTS/QUIZZES)** must be turned in **PRIOR to the due date of the next project.**  
SEE POWERSCHOOL for exact date.
- **FINISHED EARLY???** Work in Visual Journal or on the next of the project. Class time must be used for ART ONLY. It is not study hall.