

ART

Policies, Procedures & Expectations • 2016/17
Mrs. Callahan • Room 301
morgan.callahan@jonesboroschools.net

Entering the classroom

Come to class on time with required materials ready to work. Your cell phone is NOT a required material. ☺ If you have a Nook that has been provided to you by the school it must be put away while you are in the art room unless you are instructed to use them for an art assignment. Find your seat and be in it before the bell rings. The first thing you will do every day is look at the board or projector. You will find out everything you need to know there. Once the bell has rung wait quietly in your seat for further instruction.

(If you are tardy, unprepared, or caught with a cell phone once you will receive a warning. The second time you will receive a write up and I will contact a parent. If any of the above continues to occur I will continue to document each situation and refer you to Mr. Bennet or Coach Jenkins for further disciplinary action.)

Directions, Discussion & Demonstration

After the bell has rung I expect you to have already read the day's objectives and tasks. If the task is to read and answer questions from a book, retrieve the book from the shelf and begin immediately. If the task requires further instruction, I will do so after the bell rings. During that time I will be giving important directions, demonstrating a skill or conducting a classroom discussion. Please do not interrupt by speaking or moving from your seat during this time. You will not want to miss anything I say or demonstrate. Our art projects will usually have a step by step process with each step important to end result. Please wait for either myself or another student to end their comment before raising your hand to speak during discussion. Listen to anyone who speaks in the room and give the personal speaking your full attention.

(If you cannot participate in classroom discussion properly as explained above you will be asked to leave class immediately. You will spend the rest of the class period meeting with the principal. I will NOT tolerate anyone who interrupts discussion or demonstration. I will contact a parent and a referral will be written and given to Mr. Bennett or Coach Jenkins.)

Use of Class Time

After demonstration or discussion you will begin to work on your current art project. Your independent art work will take up the majority of our time in class. If you missed a part of instruction ask someone close to help you. If you cannot find anyone who knows how to help you, raise your hand and I will come to assist you. Please, do NOT yell at me across the room. While I expect a low noise level, you may talk to your classmates to your right and left as you work and move from your seat only as needed for art supplies. If you finish early you must have my approval that you are indeed finished. You must have a sketchbook to draw in after all work is finished or you may read. You may not be on your cell phone! You may use your Nook to READ only! Every moment you are in my classroom you will be working on an assignment, drawing or reading. *(If you are found not working, talking loudly, yelling across the room, using your cell phone, or using your Nook in any way other than to read you will be warned only once, then sent to the office. I will write a referral and I will call a parent each time it occurs.)*

Cleanup

The last 5-10 minutes of class are for cleanup. I will alert you when there are 5-10 minutes left, depending on the project and materials used. Everyone is responsible for cleaning up their own work area, throwing all trash away and leaving it cleaner than they found it. All class supplies should be returned to their appropriate place. If paint or pastel has gotten on your table space I will have Clorox wipes for your use, or you can always use a wet paper towel. Your project should be placed on the correct shelf by the door labeled with your class time period. The bell does not dismiss you from this class unless all materials and projects are put away and each space is clean.

(If you do not clean up your work space, return materials to their correct place, or place your art work on the correct shelf you will not receive a warning. The second time you will receive a referral. I will not tolerate anyone who leaves a mess anywhere in the art room. I will call to your next class and have you return to the art room and clean your space, properly return materials and place your work in the correct place. If this happens more than once I will call a parent and continue to document your actions through referrals to the office.)

Citizenship

Be a responsible participant in the art room! To be responsible means to be **RESPECTFUL**. I promise to always be respectful to you and your artwork. I expect the same respect in return. Also, please respect yourself, your artwork, all students, their artwork, the entire classroom and everything in it, including: the furniture, art materials, etc.

(If you find yourself unable to treat anyone or anything with respect while in the art room you will be asked to leave immediately. You will spend the rest of the class period in the office.. A referral will be written and I will also call a parent. Disrespect will not be tolerated. No warnings. You will not disrespect anyone or anything for any reason.)

Materials and Artwork (Everything has a place!)

- First & Last Name, Class Period, and Date go on everything you turn in.
- You will turn in projects on the assigned due date (on board) in a designated area specific to your class period.
- You will be expected to keep an 8x10 sketchbook. These should be kept in the art room lockers in the back hallways. Your class period will have a designated locker space.
- If you choose to bring an art box with various art materials (markers, color pencils, etc.) you may store that in the locker as well.
- All other assignments, such as writing assignments and worksheets, will be turned in at my desk at the end of the class period. If you finish before class is over, please hang on to it unless told otherwise by myself.
- Any art materials you are instructed to use for an art project will always be at the back of the room on the counter: rulers, scissors, glue, projectors, pastels, crayons, markers, construction paper, scrapbook paper, etc.
- If a reading assignment and questions are assigned the art books are also located in the back of the room under the counter.
- If we are using paint or watercolor for an art project, the paint will be in the back hallway to the right of the sinks, as well as the paint brushes. We will get up a few at a time as directed to retrieve those materials.
- We will NOT waste any paint. There are plastic containers with lids to put paint in only if you have extra and need to use the following day. Paint will be placed on a pallet or plastic plate.
- All paint brushes must be completely rinsed out and placed in the proper place to dry.

Art Room Safety Procedures

- You may not leave during class time unless it is an emergency! Use the restroom before class.
- Do not run in the classroom EVER; especially with scissors, rulers, compasses or other tools.
 - * There are a lot of sharp object to be used during the art process. Be careful using them! If you so happen to injure yourself or another person, tell me immediately! I have Band-Aids to minor cuts, but I will direct you to the nurse if the situation deserves further medical attention.
- Do NOT use the paper cutter. (Not even jokingly.)
- Use X-Acto knives only after demonstration and in designated areas using black mat board so that you will not cut the table. Do not cut on counter tops, tables, or glass. Do not place your hand or fingers in the line of motion of the X-Acto knife. They are very dangerous, but we will use them on occasion to materials that are difficult to cut with scissors.
- Wipe up any spills immediately. Paper towels are in the back hallway above the sinks.
- Hot water gets really hot! Be careful not to burn yourself when washing hands or paint brushes.
- Never use any art materials on your skin. (Some paints and other materials could be toxic and cause your body harm.)
- Follow proper disposal methods for the art materials as indicated on the label or directed by Mrs. Callahan.

Missed Class: If you have missed class for any reason, it is your responsibility to contact me for a way to make up work and assignments. I will not contact you. If you do not contact me after missing class for any reason the work for that day remains a ZERO until turned in or other arrangements have made between the two of us.

Late Work Policy: For each day your assignment is late you will receive a 10% deduction off your total project grade. Work not turned in will receive a ZERO in the grade book, until it is turned in. If project is 10 days late you will receive a 0% for that assignment.

Sign and return to Mrs. Callahan! ☺

I have read and *understand* each policy and procedure. I believe that the art room policies and procedures are fair, for my safety and the well-being of each person in the art room. “If” I were to *choose* to not comply with any of the above policies or procedures I will willingly accept the appropriate discipline assigned by Mrs. Callahan, Mr. Reece, or any administrator. I also will adhere to each policy within the DMJHS handbook while in Mrs. Callahan’s art room.

Name _____ Date _____

I look forward to a wonderful year full of great art projects and fun experiences!