

CLASSROOM PROCEDURES

1. **Entering the room:** Wait outside the door in two lines (Guys line & girls line). Enter quietly when I am ready for you to enter the room - remove your hat if you're wearing one; don't interfere with other students, complete the Bellwork on your chromebook using brief and complete sentences, then begin drawing still-life display in sketchbook until Roll is called and the day's Learning Objectives are explained.
2. **NEVER RUN IN THE CLASSROOM!!!**
3. **Raise your hand:** When you have a question OR you need help with something OR you need to get out of your seat for ANY REASON.
4. **DO NOT MOVE ANY FURNITURE IN THE CLASSROOM - THIS INCLUDES CHAIRS, DESKS, AND TABLES.**
5. **CELL PHONES may NOT be used during class. Cell Phones out during class will be taken and given to the office for pick up after school.**
6. **Leaving the room:** Ask for permission FIRST; sign out and back in; do not run or play in the hallways or restrooms. If using restroom, you must return quickly (within 5-7 minutes).
7. **NEVER RUN IN THE CLASSROOM!!!**
8. **Taking out/putting away/caring for supplies:** Get supplies ONLY when instructed to do so; get only what you need and return with supplies to your seat and beginning working on your art project; clean up thoroughly when instructed to do so.
9. **Obtaining help with projects:** Raise your hand to get help from me.
10. **End of the class period:** Clean off your desk; clean art supplies thoroughly at sinks and return them where they belong on the counter and/or table near sinks; pick up any trash within three feet of your desk; put away your "in-progress" projects in your storage box; return to your seat and sit quietly until you are dismissed - **the bell does not dismiss the class, the teacher does.**
11. **CELL PHONES may NOT be used during class. Cell Phones out during class will be taken and given to the office for pick up after school.**
12. **Handing in finished work/homework:** **Make sure your name is on your artwork;** place your project in YOUR storage box - IF PAINT OR OTHER WET ART MATERIALS ARE **NOT COMPLETELY DRY, DO NOT PUT ANYTHING ON TOP OF IT.**
13. **NEVER RUN IN THE CLASSROOM!!!**
14. **How to use the sink:** Use a little soap and water to clean hands and art supplies, rinse, and dry off supplies and hands, then wipe down sink area. **Keep the soap and water inside the sink!**

15. **The pencil sharpener:** Ask before using and quickly return to your seat and get back to work.
16. **Visitors in the classroom:** When visitors enter the room, continue being respectful students, continue working on art projects, and continue to follow all classroom procedures.
17. **CELL PHONES may NOT be used during class. Cell Phones out during class will be taken and given to the office for pick up after school.**
18. **Fire drill:** Stop everything; stand up and head for the door quickly, **but without running or pushing**; lineup at the door and follow the evacuation plan properly.
19. **NEVER RUN IN THE CLASSROOM!!!**
20. **Chromebooks** may only be out, on, and used during Art class at specific times and for specific reasons that have to do with Art project - only with permission from the teacher. (Ex. - Bellwork)
21. **CELL PHONES may NOT be used during class. Cell Phones out during class will be taken and given to the office for pick up after school.**
22. **NEVER RUN IN THE CLASSROOM!!!**
23. **ALWAYS FOLLOW ALL RULES AND GUIDELINES IN THE EL PORTAL STUDENT HANDBOOK.**
24. **Classroom Rules:**
 - a.) Be Respectful
 - b.) Make Good Decisions
 - c.) Follow Directions
 - d.) **ALWAYS** Keep your hands to yourself
25. **CONSEQUENCES FOR MISBEHAVIOR AND DISRESPECT:**
 - a.) Warning
 - b.) Separation from the class or time out
 - c.) Lunch Detention
 - d.) Parents contacted
 - e.) Referral to Vice-Principal