**Welcome to Mrs. Williams’ Class!**

 Welcome to my class! I look forward to getting to know you better this semester. It is my hope that this course will equip you with valuable knowledge and skills that you can apply to various aspects of your life. As well, I want to help you set and achieve new goals. Most importantly, I hope that my class becomes a place where you can share your God-given gifts and collaborate with other students in a meaningful way.

 I have a website that I use to communicate with students. Through clicking on the appropriate course code on the top right side of the homepage, you will have access to electronic copies of the important handouts, PowerPoint presentations, assignments, and study guides that I distribute during each unit. Within each course page, I also post information about homework, assignment due dates, and test dates. At the bottom of the homepage, you will see a summary of each course and a link to the curriculum expectations. Here is the website:

**williamsresources.weebly.com**

As a student in my class, it is my expectation that you will respect the following rules and procedures that I have established. After reading them, please sign your name to show me that you are committed to respecting my expectations.

**Rules:**

1. Respect: Treat each person in the room with dignity and respect. Respect your work and your classmates’ work. Always remember that this is a creative and quiet learning zone.
2. Follow all directions the FIRST time that they are given.
3. Be in your assigned seat and ready to work when the bell rings.
4. Bring ALL appropriate books and materials to class AND take them with you when you leave.
5. Follow ALL classroom procedures and school policies.
6. Remember that this classroom is a no complaining zone. That means that there will be no complaining for any reason. Everything that I do is in your best interest.

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mrs. Williams’ Classroom Procedures in the Visual Arts Room**

1. Entering the room

- Please enter quietly and take your assigned seat.

- Review the lesson outline and begin any bell work or assignments.

1. Getting your attention

- I will stand in front of the class, raise my hand, and wait for everyone to be quiet.

1. Classroom discussions

- Please participate during discussions.

- Raise your hand and wait for me to acknowledge you before speaking.

- Make all questions relevant to the current discussion.

1. When you are late

- Enter the room quietly and speak to me when I’m finished the lesson.

- Persistent, unexcused lates will result in detentions, parental contact, and contact with your VP and/or Principal.

1. Absences

- Please give me an authorized admit slip at the beginning of class.

- Unexcused absences will result in detentions, parental contact, and contact with your VP and/or Principal.

- Get caught up through: visiting my website, talking to a reliable classmate, and checking the handout folder and homework board.

1. PEDs:

- During lessons and tests: PEDs should be silenced and put away. A red phone image will appear at the beginning of the lesson, indicating no PEDs.

- Art work periods: Generally, I will permit students to quietly listen to music with earbuds/headphones if it helps you focus. You may also use PEDs for research.

1. What to do if you finish your work early

- Work on your sketchbook assignment or other homework.

1. Bathroom breaks

- Ask for my permission or raise 3 fingers and wait for me to acknowledge you if we are in the midst of a lesson, discussion, or test.

1. Homework & Assignments

- Always do your homework and assignments.

- Incomplete homework slip must be completed when you neglect your homework. A contract must be completed when you neglect to submit an assignment on time.

1. Cleanup and Class dismissal

- During the last 10-15 minutes of class: Clean up your desk, clean and return all materials to the location you got them from, and avoid leaving paper towel, palettes, brushes, paint, or clay in the sinks. Note: The sinks should be spotless at the end of class.

- Wait until I dismiss you before leaving the room.

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_