



## Attendance Policy

To comply with Virginia Law, students are expected to attend school every day and to be on time unless there is illness or death in the immediate family.

## Procedures for Student Work

### 1. Procedures for Assigning Classwork and Homework

I post all assignments, test/quiz dates as well as due dates on the Google Calendar and I will explain them to the students at the beginning of the class. Classwork, homework and due dates will also be posted on the board and on Google Classroom.

### 2. Procedures for Managing Independent Work Periods

Most of the artworks created in class will be independent. Students will work on the majority of the artworks during the class time. The teacher will walk around the classroom and give help as needed.

### 3. Procedures for Collecting Completed Work

In order to turn in projects the student must fill out an "Evaluation Sheet" and turn it in. The teacher will tell the students where to turn in work. Names should be on all work that is turned in. All work is due on the due date.

### 4. Procedures for Keeping Records and Providing Feedback to Students

Homework/Sketchbooks- Will be graded on completion and accuracy according to the objectives.

Artworks- will be graded by the teacher using a rubric that is shared prior to doing the project with students.

You will receive the grade sheet, comments, and artwork from the teacher within a week.

There will be in class critiques that must be participated in.

Grades will be posted on PowerSchool weekly.

### 5. Procedures and Policies for Dealing with Late/Missing Assignments

Late work must be made up outside of class.

1<sup>st</sup> class day after the due date = - 5 points

2<sup>nd</sup> class day after the due date = - 10 points

Work turned in after the 2<sup>nd</sup> class day after the due date will result in half credit on the project.

Work that is not turned in will receive a zero.

### 6. Routine for making up tests or quizzes/work after an absence

If it is a pre-arranged absence (i.e. a surgery or vacation) please let the teacher know a week in advance. If it's not a pre-arranged absence (i.e. illness) please arrange with the teacher during class to make up the assessment/work. The student will be asked to complete make-up the assessment in the amount of time the student was out. For example, if a student missed 2 days he or she has 2 days upon returning to make up the assessment/work.

Your very first assignment:

Please:

- \* Sign the Syllabus
- \* Make sure that you have paid the \$12.00 fee
- \* Bring a Pencil
- \* Bring a Sketchbook
- \* Bring a Bottle of Soap or Roll of Paper Towels or Wipes

By: Monday 9/14/15