

## ***Mr. Wiggins Classroom Procedures***

The following policies and procedures apply to all grade levels and all classes

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1. EVERY student is expected to be in each class BEFORE the tardy bell rings.
  - a. Doors will be locked at the tardy bell. You must have one of the following items to enter after the tardy bell.
    - i. Pass from teacher ( limited number excepted)
    - ii. Tardy Slip filled out and given to me at time of tardy
2. Students are allowed only clear bottles of water in the studio classes and computer classes.
  - a. No food or other drinks allowed.
  - b. No boxed lunches in computer lab.
3. No technology should be out (this includes charging devices) unless directed by the teacher.
  - a. The visual arts teachers will follow the RCBOE technology policy.
4. All students are required to bring in daily supplies, projects, and materials, necessary to complete assigned tasks.
5. This is a safe learning environment, bullying will not be accepted at any level.
6. Students should be ready for each class and minimize any all disturbances to the learning of others.

### **For Yearbook Homeroom and Yearbook Class**

1. Yearbook students must follow all procedures listed above.
2. Yearbook is a participation-based, you are required to complete the following:
  - a. Photojournalism
  - b. Storytelling/writing/editing
  - c. Ad sales
  - d. Yearbook promotion
3. All yearbook students must report to homeroom and class on time each day
4. A yearbook task is not an excuse for coming to class late
5. Each time a student leaves class to perform a YB task, he or she will be required to provide documentation of completed tasks.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_