Ms. Brinley
Email: kmkinside@volusia.k12.fl.us

1. Be Responsible
   - Come to class prepared and ready to participate
   - Turn off and put away all electronic devices before entering the classroom

2. Be Respectful
   - of yourself, your classmates, your teacher and your surroundings
   - Raise your hand to be called on
   - Listen attentively to others while they are speaking

3. Be Ready to Learn
   - Sit in your seat quietly
   - Follow directions
   - Participate fully

**Entering the Classroom**
Check the board for new instructions and begin working on the task at hand or continue to work on your current project to ensure completion by the assigned deadline.

**Class Dismissal** I dismiss you from class, not the bell. I often have wrap up instructions to give at the close of a class period. Make sure your workstation is cleaned up and any supplies are returned to their storage areas. Any messes left behind will result in loss of 5 points for the day’s proficiency grade.

**Attendance** Attendance is critical. Due to the nature of art courses, students are required to be present for all classes. You are expected to be here ON TIME and ready to work. If you are absent, you will have missed critical know-how information and will be behind. Any missed class time must be made up. No additional time is permitted for a missed class period for any assignment. Please see me immediately upon return to receive any missed information and to schedule your make-up class time.

**Assignment Due Dates**
All due dates will be listed on the board in the classroom. Failure to hand in a project on time will result in the loss of 10 points per day for five days, then a grade of zero will be recorded.

**Grading Policy**
Grades will be recorded in accordance with the Volusia County Schools grading guidelines.

**Make Up Work**
Students will be given the opportunity to make up any project for a grade change over the course of a marking period in order to improve their overall average. However, a zero cannot be changed. All work must be turned in prior to the end of the marking period.

**Cell Phone Policy**
All cell phones are to be turned off and out of sight for the duration of the class time unless we are using them for a class activity or class related research.

**Restroom Privileges**
Please make every attempt to visit the restroom between classes. Our school policy states that students must remain in their classrooms for the first 10 minutes and the last 10 minutes of class. Permission to use the restroom during the designated time frame will be granted on an emergency basis.

**Inappropriate Behavior**
Inappropriate behavior will not be tolerated. Students who act out will be:
- 1st offense given a verbal warning
- 2nd offense will have their parent contacted
- 3rd offense will receive a written referral

**Contact Information**
I will be available for students on Wednesdays after school during open studio and during open lunch periods (schedule will be posted on my door). I encourage all students to attend when needed. Please feel free to contact me with any questions or concerns by email at kmknsel@volusia.k12.fl.us

Students, Please review all information in this handout with your parent or guardian and return the bottom portion of this sheet to me with both signatures to receive your first grade.

Thank you, Ms. Brinley

____________________________________________________________________
I have read and understand the rights and responsibilities as a student in Ms. Brinley’s class and the expectations of me to achieve success.

Student Signature _____________________________ Date __________________

Parent Signature _____________________________ Date __________________

Parent email ________________________________ Phone # __________________

Course Fee Attached
- _____ Yes   _____ cash   _____ check made payable to DeLand High School
- _____ paid online
- _____ Not at this time