

MRS. HANSEN'S CERAMICS STUDIO
Rules and Procedures

1. Regular attendance is required. Please sit in your assigned seat until attendance is taken at the beginning of class. If you are late, you must present a pass or be marked tardy.
2. No food or drinks are permitted in the ceramics studio. No exceptions.
3. These items are not allowed in the room and are to be stored in your locker or at the room entrance:
 - Candy, snacks, and drinks
 - Open food containers
 - Books and book bags
 - Coats
 - Purses
 - Backpacks
4. You may not leave the room without permission and a hall pass from the instructor.
5. Failure to follow these Ceramics Studio rules may result in disciplinary action:
 - You must not throw or toss anything.
 - All tools and materials must be used in a safe and appropriate manner. You are responsible for following the correct procedures.
 - All materials and equipment are to be taken care of properly, including *work tables*. ***Damage or destruction to tools and equipment will result in your paying the cost of replacement.***
6. You are responsible for following all procedures posted in the ceramics studio.
7. Clay, oxides, and glazes may stain your clothing. To avoid this, wear a covering over your clothes.
8. *Students must not touch the work of other students.* This is particularly important with greenware, which is very fragile. Be respectful of each other's work, effort, and time. Please report all broken work to the teacher.
9. All ceramic work is to be clearly labeled with your name and hour on the bottom. Unlabeled or incorrectly labeled items will not be graded or fired. A Rubric and sketches are to be turned in for every assignment.
10. Cleanup will begin ten minutes before the end of class. Please turn off all equipment, place work in designated storage areas, clean and return tools to their proper place, clean up your work area including the floor, and dispose of trash in wastebaskets.
11. All assigned jobs must be completed daily.
12. Remain in your seat until you are dismissed at the end of class. You will be dismissed when the room is completely clean. Stools are to be pushed under the tables when you leave or up on the table if you are the last class to leave the studio.

I understand and will abide by the rules and procedures above:

STUDENT NAME (print) _____ HOUR _____

STUDENT SIGNATURE _____ DATE _____

PARENT SIGNATURE _____ DATE _____

A lab fee of \$25 is due by Friday, January 17 2019. You may pay in cash or check made payable to Hartland High School. Please return this signed form along with your fee.