



VMFA M.LiT (2016-2017) Program Rules and Expectations:

1. I agree to use safety first! Students will safely care for themselves and other students, staff, teachers, and VMFA guests through proper use of art materials and equipment while in the studios, training spaces, and the museum galleries. I agree to fully participate in the set-up and clean-up of materials and spaces.
2. I agree to be courteous and respectful to staff, teachers, and other students. This includes, but is not limited to limiting cell phone use for emergencies or when on break. Teen volunteers, interns and participants should be attentive at all times.
3. I understand the program schedule and plan to attend all required training sessions on the scheduled days and for the length of the program. (Attendance is mandatory. If you are unable to attend a session you must notify Vaughn Garland, Teen Programs Assistant, in advance of your anticipated absence.)
4. I agree to be punctual. I have read and agree to the attendance policy which is presented on the policy and guidelines document.
5. I agree to participate by following instructions, actively engaging in discussions, and remaining in/with the class until dismissal by the teacher.
6. I agree to be cooperative in all activities and with peers.
7. I agree not to bring to VMFA any item that would or could endanger people, or property, or that are illegal. (This includes weapons, matches, lighters, pocket knives, drugs, alcohol, etc.)
8. I agree to also complete the sign-in and sign-out process at the beginning and end of each M.LiT program meeting. I will fill out all sign-in and sign-out sheets with correct and up-to-date information. I will not sign-in/sign-out for another student.

9. I also agree to, and will follow, the pick-up policy and guidelines which are as follows: *by initialing the sign-in/sign-out sheet, it verifies that you understand the following: VMFA is no longer responsible for the supervision of students upon class conclusion. Students are not to leave campus between classes. Anyone under 13 years old must be accompanied by an adult for sign-in and sign-out procedures. Early dismissals are not permitted without a written note from a parent/guardian.*

10. I have read and understand/agree with all of the policies and guidelines.

Failure to meet VMFA rules and expectations results in the following consequences:

- 1st offense VMFA Program Coordinator speaks with the student about inappropriate behavior or failure to meet program requirements.
- 2nd offense VMFA Program Coordinator meets with parent and/or guardian and student. Student is asked to write a letter explaining his or her understanding of appropriate and inappropriate behavior.
- 3rd offense Student is permanently dismissed from the M.LiT program.

I, as a VMFA Museum Leaders in Training participant, agree to abide by the above guidelines and understand the consequences if I choose not to do so.

Print Student Name: _____

Signature: _____ Date: _____

I as the parent or guardian have reviewed the rules, expectations and consequences with my student.

Print Parent/Guardian Name _____

Signature _____ Date _____