

Classroom Procedures

Absences- Photography is a laboratory class. A majority of the work for the class must be done during class time. It is very important that the student be in class every day. If the student is absent it will be necessary for the student to make-up the work on their own time, during lunch or before or after school.

Any work missed because of an excused absence can be made up. **It is the STUDENT'S responsibility to get the missed work from another student in the class.** However many days you were absent is the amount of time you will have to make up the work. In the case of photographs for critiques the policy is as follows: The only absences that may be applied for additional work time are absences that occur five school days prior to the due date of the assignment. The work must be made up on your own time.

Class discussion days, critique days or school closings will not count as part of the make-up time.

Late Work- Late work will not be accepted. A blank roll of film or the excuse that no camera was available will not be justification for not completing your work by the assigned date. The teacher has the opportunity to grant exceptions in unique circumstances.

Supplies- The student must come to class prepared to work. **This means the student is required to bring their supplies with them to class.** There will not be any passes written for the student to go retrieve their supplies from outside of the classroom.

The student is expected to work on his or her assignment until the ten-minute bell. Clean-up will take place the last ten minutes of the period and everyone is expected to help.

Checkout Policies- Equipment will be checked out on Monday, Wednesday and Friday afternoons after 2:50. Students who leave school early must make arrangements to get their equipment. When you check out the equipment, you have it for two days (Monday checkout is due on Wednesday) (or on a Monday following a Friday checkout). **Equipment is due back by 7:40 in the morning!** If a student fails to return the equipment at the specified time, the student will forfeit the opportunity to check out equipment from the school for the rest of the six weeks. The student is still expected to complete the assignments.

When a student signs a checkout agreement, he/she agrees to assume responsibility for loss or breakage due to negligence. Not all malfunctions are the student's responsibility, but if you find something wrong with the equipment you should bring it to the teacher's attention immediately!

Cleanliness- One of the most important things that you will learn in photography is that cleanliness is vital to ensure quality work. To do your part, when you use a piece of equipment, put it back in its proper place. If you get something wet or dirty, it is to be cleaned and dried before being put back. Nothing wet should ever be left lying around. In order to maintain a clean work area, there will be **NO** food or drink allowed in the classroom or the darkroom.

Safety- It is important for the student to keep in mind at all times that they are working with hazardous chemicals in the darkroom. All of the chemicals must be handled with care. The chemicals that you will be working with can stain clothing, can ruin film or photographic paper and can cause severe medical problems if handled carelessly. No food or drink should ever be taken into the darkroom.

I will not tolerate any horseplay in the darkroom. The student should always keep in mind the fact that the chemicals can be dangerous if mishandled.