**Photo Department Expectations**

Attendance and Make-Up Work Policies:

-    Unexcused absences and tardiness will affect your awareness, knowledge, abilities, and eventually your grade.

- Truancies may earn detention, cleaning chores in Access.

-    Failure to make-up unexcused absences will get a written referral and detention.

- Points will be deducted for assignments submitted late up to 10% of total assignment.

- **Late assignments are only accepted up to 2 weeks after the due date. At semester end the darkroom closing date trumps all. This is the last Friday before Finals week.**

- The best time to request missed info, worktime, assignments: Access/Advisement. Please do not request during passing period or during class. An email request works well.

Grading Policies and Procedures:

-    A, B, C, D and F grades will be given.

-    Grades are based on points. There is no curve, there are no dropped scores. Each of the following areas will be graded: Due Date, Contact Sheet, Assignment Objectives, Craftsmanship, Composition, Creativity, and Use of Time.

-    Excused absences will be given two days for make-up work.

-    D & F grades will be recorded within eligibility for extra-curricular events

-    Extra Credit may be earned by completing additional assignments. Extra credit applies only to students who complete all assignments. Extra Credit is worth up to 2% of total semester points.

Homework Policy:

-    Homework is rare for photo students apart from taking pictures outside of class time and preferably off-campus. All film assignments will be given over the weekend and digital assignments as directed. When given shooting assignments you are expected to shoot the film off-campus during the weekend. Mon/Tue class time is set aside for developing film, Wed/Thurs Block has ample time to use darkroom for printing, and Friday for submitting assignment and introduction to the next assignment.

Camera Shooting:

-    Each student needs to have their own 35 mm film camera. Suggested sources: [www.KEH.com](http://www.KEH.com) grandparents, siblings

- Shoot photo assignments on your own time. Class time is NOT to be used for shooting assignments. Any film assignment shot on school campus will automatically lose 10 points (10%) of the grade.

-    There are few loaner film cameras for students in dire need of completing an assignment. Students may check out a film camera with collateral. Students may use a loaner during the school day, on-campus only and understand that 10 points will be deducted (above). Loaner cameras are not recommended.

Behavioral Expectations:

-     All Student Conduct Code rules will apply in the photo classroom.

-    Observe all safety procedures!!! Safety tests will be given at the beginning of semester and kept on file. Failure to follow safety procedures may result in the elimination from class.

-    Safety goggles are required when using all chemicals in the darkroom / general studio.

-    Be respectful and helpful towards others and the photo studio.

-    Clean-up jobs will be assigned. You are expected to clean up after yourself and do your assigned job daily.

Classroom:

-    Drinks are allowed in the main studio in closed containers only. EAT AT YOUR OWN RISK!!!

-    Food/drinks are not permitted in the darkroom. Phones, devices are not permitted in the darkroom.

-    If you need to leave class for any reason you must ask permission first.

Studio Fees:

-    Fees: $69.00 covers photo paper, chemicals and negative sleeves, sketchbook, basic art supplies, AND includes up to 6 rolls of film use. There are usually 4-5 film assignments that students can expect to have. Students may buy more film for resubmitted assignments or for independent projects.

- Film: $4.00 per roll. The studio gets a much better bulk price than buying retail, and our film chemicals are matched to our film. We strongly suggest students get their film in class.

- Do Not Buy film labeled as: “**C-41**” as it will not work with our studio chemicals.

**By signing this form you understand and agree to the terms and conditions of Evergreen High School’s Photography Lab.**

*print* Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the class you will need to provide:

1. A 35mm film camera. We will discuss options in class and go over many sources for obtaining one. You are expected to obtain this camera within the first 3 weeks of class. Please bring it in and the instructor will check it to make sure it is in working order within the first 3 weeks - worth 50 points! - due \_\_\_\_\_\_\_\_\_\_\_
2. A simple 3-ring binder for storing film and photo prints. Worth up to 5 pts – due \_\_\_\_\_\_\_\_\_\_\_
3. Sign and return this expectation sheet. Worth up to 5 pts – due \_\_\_\_\_\_\_\_\_\_\_\_
4. Please pay the photo fee of $69 to the financial office.