

Notebook Guidelines

- Notebook is for the entire year (do not throw out anything).
- Be sure you have the 5 sections clearly and neatly labeled with a tab
 1. Notes
 2. Assignments
 3. Vocabulary
 4. Study Guides
 5. Journal/sketchbook
- Be sure to write all of your assignments, shooting and printing on the provided assignment sheet.
- Be sure to write your name on your negative preservers.
- Do not mix sections. Check small lowercase letter at the end of title.
- Notebooks will be checked and graded at the end of each marking period.
- Your notebook grade will be dropped up to one grade for failure to follow any of these instructions.

Ground Rules

The Ground rules are guidelines to be followed throughout the school year. You are responsible for knowing and following them. Keep this copy in the beginning of the notes section of your notebook.

- The bell is the signal to start class, don't mingle at the door in the beginning of class and don't line up at the door at the end of the period.
- You must have a pass anytime you will be late to class. **YOU MAY NOT STAY LATE IN MY CLASS UNLESS YOU HAVE ASKED ME BEFOREHAND.** Under no circumstances should you miss another class without asking your teacher beforehand. The same goes for my class as well.
- **YOU MUST WRITE A PASS ANYTIME YOU WANT TO LEAVE THE CLASSROOM.** A scrap of paper is not a pass. Do not leave the classroom without permission. This includes the ceramics room!
- Passes to the bathroom and nurse will be given in extreme circumstances. You can always go the bathroom prior to the bell ringing in the beginning of class but need to let me know before going.
- Assignments are to be completed by due dates. Discuss with me personally before the due date any problems you may encounter. Assignments more than a week overdue may be dropped a letter grade. I am very sympathetic to students who put forth their best effort but have no sympathy for students who procrastinate and waste time in class.
- You are responsible for all work you miss when you are absent or miss class.
- You may not use photographs, negatives, or prints from previous photography classes or the work of other people.
- Assignments may be redone within a marking period except the notebook and study guides. I will use the higher of the grades.
- Students who do not work in class will receive a zero, you may be dropped a letter grade if you accumulate 5 or more zeros within a marking period.