

Darkroom/Classroom Guidelines

1. No more than **two** people are to go through the revolving darkroom door at one time.
2. At **no** time is the inside door to be shut while the darkroom is occupied.
3. For safety reasons, no horseplay or practical joking is allowed in the darkroom or in the classroom.
4. Do not touch another person's work without his/her **or** Mr. Langley's permission.
5. Use caution when using the paper cutter.
6. Use the tongs to transfer prints from one chemical tray to another. Do **not** use your bare hands. Wash your hands if they come in contact with the chemicals.
7. If the darkroom lights are off when you enter the darkroom, ask before turning the lights on.
8. In case of a chemical spill mishap, report the incident promptly to Mr. Langley for immediate and proper cleanup.
9. The maximum number of students allowed in the darkroom at one time is **fifteen**, unless approved by Mr. Langley.
10. Any intentional attempt to block the movement of the revolving door in order to prevent someone from entering or exiting the darkroom will be considered a Level 3 infraction for Intimidation (an automatic 5 days suspension).
11. The emergency exit is to be used **only** in the case of a disaster. In case of disaster, calmly exit the darkroom through the emergency exit, then follow Mr. Langley's classroom emergency procedures.
12. Mr. Langley's students and helpers are expected to report any students who do not follow these guidelines.

Consequences:

1. If a guideline is **not** followed, then the student will **immediately** be sent to the hallway for a conference with Mr. Langley. Repeat offenders and students who violate numbers 3, 8, 10, and 11 will be sent directly to the office for the remainder of the period.
2. The student will receive a zero for that day's work and/or 10% off the project he/she is working on.
3. The student will get a referral and/or a detention.

By signing this sheet, I assert that I understand and agree to follow these guidelines for the darkroom.

Student signature

date