

Green Valley High School Photography

Camera and Equipment Check Out Rules and Procedures

Photography students are allowed to check out cameras and equipment from Green Valley High School provided they strictly adhere to the following rules and procedures.

- To check out cameras and equipment, you must have:
 - signed camera and equipment checkout form
 - **paid \$40 course fee** (or note from parent/guardian to arrange payment plan)
- Camera checkout will happen during class at the teacher's discretion. Check out over long weekends and holidays will also be done at the teacher's discretion (for example, a raffle).
- Checking out cameras and equipment is a privilege. Any misuse or mishandling of Green Valley equipment will result in loss of check out privileges. Students will have to find alternative ways to complete photo assignments.
- Handle these cameras with the utmost care. Keep the camera strap around your neck when you are photographing, in the closed camera bag when you are not.
- You must inspect the equipment thoroughly before you leave the instructor's desk. Examples might be: dirty lens, dents or dings, missing accessories, etc. Once the camera leaves the instructor's desk, YOU are responsible for it. Cameras must be returned in the same condition you checked it out. You break it (or lose it), you buy it!
- Do not leave your camera unattended – it will most likely not be there when you return.
- It is your responsibility to remove all the images from your camera before you return it. If you do not have access to a computer, you must come to school early to transfer your images to your flash drive. Your memory card will be erased and/or the camera will be checked out to another student.
- Cameras must be returned to Mr. DeCania **BEFORE SCHOOL the DAY DUE to room 302**. Cameras returned any time after **8am** will result in a **\$5.00 per day fine**. NO EXCUSES! It is a stiff fine and that way for a reason – to prevent you from keeping a camera past its due date. If you are absent from school the day your camera is due, the fine will only be waived if it is an excused absence. Return the camera as soon as you return. If out for a prolonged time, have someone return your camera as soon as possible.
- Confirm late fines with your instructor. Late fines must be paid at the banker and a receipt must be shown to your instructor in order for you to check out cameras or equipment again.

Parent and Student Compliance Endorsement (PLEASE SIGN AND RETURN)

I have read and understand the Camera and Equipment Check Out Rules and Procedures.

Student's name (print): _____ Period: _____

Student's signature: _____ ID #: _____

Parent's name (print): _____

Parent's Signature _____

Parent phone #: (_____) ____ - _____ Parent e-mail: _____