

Photography & Multimedia Communications

2025-2026

INSTRUCTOR: Mrs. Farley PHONE: 717-859-5100 x 5145

EMAIL: efarley@lancasterctc.edu

COURSE DESCRIPTION:

The Photography & Multimedia Communications program introduces students to the fundamentals in digital communications through Photography, Graphic Design, Web Media, Video, Cinematography & Audio Production. This course develops students' skills and knowledge in projects designed to match the needs of industry. Students will also develop the knowledge in visual and written communication, honing their skills in digital media to best highlight products and services in the modern marketing and design landscape. My hope is that students come into this program with a desire to learn and take away skills and vision that can be applied into the next chapter of their professional lives.

CLASS RULES:

- Personal cell phones are **NOT** to be used in class. All phones should be stored in the phone lockers at the back of the classroom and may only be taken out at lunch or with instructor permission
- Students must use laptops connected to monitors, not turned away in lap.
- Students are not to eat in classroom unless given permission by the instructor
- Students should keep their desk area neat and not interfere with peers' workspaces.
- Students should follow safety guidelines in the classroom, and only use equipment after express permission and overview by instructor on proper use.
- Always check in with the instructor, and sign out when leaving the classroom for any reason.

CLASS EXPECTATIONS:

I expect all students to enter my class with a desire to learn. We can't all have good days, but I can see when effort is being made to master skills, and better oneself! Aside from skills, I also want students to become comfortable with sharing their thoughts and opinions in a helpful constructive way. We can all help each other throughout this year in a way that can be positive and meaningful.

- Students should come prepared to class with a charged laptop, camera, and required accessories to meet the expectations of the daily assignments.

- Students will turn work in on time, and follow assignment guidelines as listed in instructions and rubrics.
- Students will refrain from gossip, hate speech, or raising one's voice in anger towards other students or instructor.
- Students will actively listen and participate in weekly discussions and provide thoughtful feedback to their peers.
- Students will respect the classroom, the instructor, their peers, and all equipment.

If classroom rules and Expectations are not met, the following steps will be taken-

These offenses apply to general rules: phone use, unprofessional language, eating in class, sleeping in class, neatness, & uniform requirements.

A student will be sent to the office directly if they are acting aggressively, using hate speech or symbols, destroying class furniture or materials, or acting in an unsafe manner in any way, based on the rules of conduct in the LCCTC Student Handbook.

1st offense – General reminder of rules

2nd offense – Verbal warning
Loss of Daily Score Points

3rd offense – x2 loss of daily score points
Written referral handled in class
Call to Parents after class
Removal of Class privilege or seat change (if applicable)

4th offense - x3 loss of daily Score Points
Call to parent after class
Office Adminsitration referral

If student is following all rules and expectations there are also POSITIVE consequences which may include:

- Verbal in-class acknowledgement
- Positive Call home
- Assigning Classroom Privileges (Printer monitor, Photo display manager, Equipment Closet Manager)
- Positive Office Referral
- Student of the Month Nomination

CLASSROOM PROCEDURES:

Entering the Classroom:

1. Prior to entering the classroom students should place backpack and lunch in locker and only bring materials needed for class into the photography room.
2. Students should enter the classroom in an orderly manner and head to their desks.
3. Students should check the board for assignment instructions/ schedule for the day.
4. Instructor will hand out Daily Score sheets.

Daily Classroom Activities:

1. During overhead announcements students should refrain from talking to ensure everyone can hear information pertinent to the student body.
2. Following announcements Instructor will introduce assignments for the day via class announcements, lesson, presentation, or direct students into activities.
3. Students may only use classroom equipment after training and direction by the instructor.
4. If working independently, students must make sure to leave the area clean and organized for other students.
5. At lunch, students can remove their phones from phone lockers, and grab lunch or necessary items from hallways lockers prior to entering the cafeteria.
6. Students must remove hats and non-uniform hoodies or jackets prior to entering the cafeteria.
7. After Lunch students should drop off items in hallways lockers, return phones to phone lockers, and dispose of any food before entering the Photography classroom.
8. At the end of the day students must turn in Daily Score sheets to the inbox on the bookshelf.
9. At their designated district bell, students can retrieve their phones and items from hallways lockers and head to the back of the building to their bus or car.

CRISIS PLAN:

Injury/medical emergency

1. Check Student to see the severity of the injury.
2. If injury is serious or life threatening, call 911.
3. Call front office or send a student if injury is dire (our class is directly beside the office) .
4. Clear the area of students and surrounding items to provide a safe location.
5. If needed, apply a bandage or medical equipment to control bleeding. **First Aid kits are located in back corner cabinet & clearly labeled.**
6. Stay with the student until the administration and health officer arrive.
7. Provide any information needed to the administration or health officer.

Student altercation/fight

1. Immediately clear other students from the classroom (Students will go directly next door to Mr. Hess' class, & alert Mr. Hess of the situation so he can assist.
2. Call or send a student to the front office to grab administrative assistance.
3. Instructors will attempt to de-escalate the situation verbally, and will only intervene to prevent serious harm
4. If fight ceases, students will be immediately separated, preferably each with an instructor or Administrator present so oversee each student involved.
5. Administrators will take over student discipline process.

Fire Drill

1. Students will file out of the classroom in a calm and organized manner and exit out of the front of the building past the office. Students should NOT take time to grab extra items from desk or locker.
2. If a student is outside of class at the time of a drill, it is expected that they have signed out, and should head to the nearest exit available. Once outside they should find the nearest instructor and make sure they are added to that instructor's attendance list. Students should not look for their class once outside, and stay with the nearest class, instructor or Administrator.
3. Instructor will grab the Fire drill binder located next to the classroom door, and the class sign-out sheet located on the bookshelf.
4. Once out of the building students will gather in the grass past the parking lot and stay together as a group.
5. Instructor will follow class out, and once everyone is outside, Instructor will take attendance, noting which students are present, outside of the class, or absent
6. Instructor will then hand the attendance sheet to aide or Admin collecting.

7. Once Admin gives the OK, students can file safely back into the building in an orderly manner.

Lockdown

In the event of a lockdown due to an emergency event or intruder, an announcement will be made over the loudspeaker. Students should follow class lockdown procedures outlined in the ALICE training which includes:

- Remaining quiet
- Students outside of the classroom should remain where they are and lock down. Do not attempt to go back to class.
- Instructor will remove magnet from door, making sure door is locked.
- Closing all window blinds
- Blocking door with television cart, light stands, printer, whatever is nearby and effective.
- Students should grab items they can use for defense, and disperse around the room in a protective area. Students may overturn desks if necessary to provide protection.

Evacuation in the event of an intruder or crisis situation

If subsequent messages on the loudspeaker indicate intruder/s have moved towards the back of the building or all student/faculty should evacuate, The Instructor will decided evacuation route depending the situation.

- Instructor will direct students to leave via the classroom entrance and building front door, or migrate through the inter-classroom doors, and exit through the Intro to Manufacturing classroom.
- Instructor will grab phone locker, binder, and sign-out sheet, and may direct a student to assist if needed.
- Student must exit in an orderly manner and can bring items to use for defense if the situation calls.
- In the event there are police present students must follow directions given by law enforcement and drop defense items or keep arms up if directed.
- Once outside of the school, Instructor and students will head to designated rally point.
- At the rally point, Instructor will take attendance and await instructions from LCCTC Administration.
- Once students have been accounted for by Instructor and Admin, Instructor will send a Remind message out to parents noting their child is safe and to await further instructions provided by LCCTC Administration.