

## SUBSTITUTE TEACHER INFORMATION

**TEACHER:** Cristy McCarty

**ROOM:** A203 Photography

### **WHERE TO FIND:**

**Lesson Plans** Google: Photo with Cristy Subs

(<https://sites.google.com/site/photowithcristy/subs>)

**OR** go to: <https://sites.google.com/site/photowithcristy/home>

Find **"Subs"** section on left

**Extra Supplies:** Film is in the bottom right file drawer next to my desk. Chemicals are on the shelf next to the sink, and in the cupboards near the sink, instructions for making them are hanging near the sink (and below, on the last page).

**A.V. Equipment:** Sign in with your PPS login

### **SPECIFIC STUDENT INFORMATION:**

I have a **green binder** with all of the **Health, IEP, 504 & TAG** lists on top of the cabinet behind my desk.

Period 1: Photo I-2

Period 2: Plan

Lab Assistants: Shea & Theo

Period 3: Photo 3-8

Period 4: Photo I-2

Lab Assistants: Asher

Period 5: Photo I-2

Lab Assistants: Eli & Cody

Period 6: Plan

Lab Assistants: Georgia & Ella

Period 7: Art 1-2

Lab Assistants: Shea & Aidan

Period 8: Photo I-2

Lab Assistants: Grace

**STAFF MEMBER(S) WHO CAN HELP:**

Jamin London-Tinsel, Ceramics A201 (out my door to the right)  
Anne Berten, Graphic Design A205 (out my door to the left)  
Melody Rockwell, Art A103 (below my room)  
Lynn Yarne, Digital A209 (across the way) or A105 (downstairs)

**ADDITIONAL INFORMATION OR INSTRUCTIONS:**

Ask Lab Assistants for help

Call me with any issues 916.316.1270 (please do not share this number with students) I do not mind you calling me for help, thanks!

**IMPORTANT NUMBERS:**

- Classroom emergency – dial **77777**
- Student discipline support – dial **Sue 85305 or Tim 85306**, ask for Vonnie's help
- Counseling – dial **Deirdre 85332**

The **emergency bucket** is to the right of the door below the "Make Art Not War" poster, the folder is with it. Please take these, along with the **roll clipboard that is on my desk**.

My lineup spot is on the **North 40 yard line, on the far side of the field (west side)**. Please lock the door before leaving.

**Lockdown: Team Response**

- Shout LOCKDOWN in the halls as you are locking and closing your door. Also, bring in any students and/or adults who may be in the halls.
- Complete the attendance sheet found in your red folder, and indicate who is absent and/or out of class when the lockdown began. Also, list any students/staff you brought in from the halls.
- Business as usual in the classroom
- Once we are in Lockdown Team Response, do not open your door until the Lockout ends with a VOIP/email message - "All Clear"

**Lockdown: Imminent Danger In or Near the School – Locks, Lights, Out of Sight**

- Shout LOCKDOWN in the halls as you are locking and closing your door. Also, bring in any students and/or adults who may be in the halls.
- Move everyone from their seats to the area near the sink and away from the door and windows. **Close the window shades, and place black board found in the "Make Art Not War" closet over the hall door window. Everyone should move to the corner of the room near the sink, and remain as quiet as possible.**
- Complete the attendance sheet found in your red folder, and indicate who is absent and/or out of class when the lockdown began. Also, list any students/staff you brought in from the halls.

- Once we are in lockdown, do not open your door until school officials or police gain access using a master key.
- Send attendance to office

**Lockout: Unsafe Situation Outside the School – Secure the Perimeter – Nobody In, Nobody Out**

- If you are outside, bring everyone indoors
- Exterior doors are to be locked
- Increase situational awareness
- Take attendance
- Business as usual in the classroom, and students may move freely within the building
- No one will be allowed to travel from building to building
- The Lockout ends with a VOIP/email message - “All Clear”

**MAKING PHOTO CHEMICALS:**

**PLEASE CHECK THE CHEMICALS EACH DAY.** Please keep an eye on the large containers on the shelf near the sink, and don't let them get below 1/2 gallon.

**DEVELOPER (D-76)**

Use the D-76 container to mix 1 gallon of 120\* (heated in tea kettle) water with one packet of D-76. Mix until dissolved.

Instructions for D-76 is on the packages found on shelves near sink.

**IF YOU MAKE D-76** Please make sure it **cools before use!!!**

**NEVER LEAVE CHEMICALS WHEN IN THE MIDDLE OF MIXING.**

Always finish making the chemical before leaving class, or talk to me. If you make a measuring or mixing mistake, **PLEASE STAY IN CLASS UNTIL THE PROBLEM IS SOLVED!!** (Don't leave and go to your next class)

**FIXER:**

Use a graduated cylinder and use **1 part FIX** (large jug) with **3 parts water**. (i.e. 10 oz. of FIX A to 30 oz. of water) This goes in the large fix container near the sink.

**HYPO-CLEAR:**

Use 4 oz. of **ORBIT BATH CONCENTRATE** in 1 gallon of water, i.e. 4oz. of orbit bath + 124oz. of water. This goes in the large container. It is best to fill it to the top as we go through a lot.

**STOP:**

In the brown jug marked STOP put 2oz of Acetic acid and fill the rest with water. Stock stop is on the shelf labeled Acetic Acid.