

Art Laboratory Policy 2026 - 2027

Preamble

The Art Laboratory keeps very expensive equipment. It is therefore imperative to note that the Art Laboratory needs extra-care as compared to all other centers.

The following measures will always be followed in the Art Laboratory/lessons:

- The Art Laboratory is under the supervision of the Art teacher.
- The Art Laboratory shall always be locked when not in use
- Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Clutter shall be cleaned immediately after usage of the Laboratory
- An educator shall always accompany learners visiting the Laboratory. Under no circumstance shall learners be allowed to be in the Laboratory without the educator.
- The Art Teacher is to order materials as needed either at the beginning of the school yearly or by the beginning of each term via the DP.
- The procurement department is responsible of obtaining needed material per the school budget
- Learners shall perform tasks under strict supervision of the educator
- Any form of injury should be reported immediately to the office of the Nurse /Principal via an incident form.
- An Art Laboratory Time table shall be developed to ensure one lesson in the lab a week
- The Art Laboratory Time table shall be observed by all educators.
- The teacher in charge of the period shall carry full responsibility of anything happening to learners in the Laboratory. Incidents must be report via the school's incident report

Usage:

- Art Laboratory equipment are provided for use by current students and staff of EIA-DH only ○ They are not to be used for recreational purposes.

In the Art lab each of the following are not permitted:

- Eating, or drinking
- Unsupervised children ○ Tampering with others work or equipment without permission ○ Drawing any offensive, obscene or pornographic images
- Disruptive behavior

Additional Notes: Art Laboratory Policy 2025 – 2026

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Additional Notes:

- Keep the noise level to a minimum. This is an Art lab, not a group discussion area.
- Report any misuse of these facilities immediately to the Supervisor (Art Teacher)

- Your use of these Art facilities may be monitored to ensure compliance with the above rules.
- The teacher in charge of the period shall carry full responsibility of anything happening to learners in the Laboratory. Incidents must be report via the school's incident report.
- Please see Art Lab rules to be reviewed with class periodically throughout the year.
- **Please see the additional Art lab rules.**
- Keep the noise level to a minimum. This is an Art lab, not a group discussion area.
- Report any misuse of these facilities immediately to the Supervisor (Art Teacher)
- Your use of these Art facilities may be monitored to ensure compliance with the above rules.
- The teacher in charge of the period shall carry full responsibility of anything happening to learners in the Laboratory. Incidents must be report via the school's incident report.
- Please see Art Lab rules to be reviewed with class periodically throughout the year.

Please see the additional Art lab rules.

سياسة مختبر الفنون 2026 - 2027

مقدمة

مختبر الفنون يحتوي على معدات باهظة الثمن. لذلك من الضروري ملاحظة أن مختبر الفنون يحتاج إلى عناية إضافية مقارنة بجميع المراكز الأخرى.

الإجراءات الواجب اتباعها دائماً في مختبر الفنون/الدروس:

- مختبر الفنون تحت إشراف معلم الفنون.
- يجب دائماً قفل مختبر الفنون عند عدم استخدامه.
- الالتزام بممارسات النظافة الجيدة: يجب الحفاظ على مناطق العمل نظيفة ومرتبّة في جميع الأوقات.
- يجب تنظيف الفوضى فور الانتهاء من استخدام المختبر.
- يجب أن يرافق المعلم دائماً الطلاب الذين يزورون المختبر.
- تحت أي ظرف من الظروف، لا يُسمح للطلاب بالتواجد في المختبر بدون المعلم.
- يقوم معلم الفنون بطلب المواد حسب الحاجة إما في بداية العام الدراسي أو في بداية كل فصل عبر نائب المدير.
- قسم المشتريات مسؤول عن الحصول على المواد المطلوبة وفق ميزانية المدرسة.
- يجب أن يؤدي الطلاب المهام تحت إشراف صارم من المعلم.
- يجب الإبلاغ عن أي إصابة فوراً إلى مكتب الممرضة/المدير عبر نموذج الحوادث.
- يجب وضع جدول لمختبر الفنون لضمان تخصيص درس واحد في المختبر أسبوعياً.
- يجب على جميع المعلمين الالتزام بجدول مختبر الفنون.
- يتحمل المعلم المسؤول عن الحصة المسؤولية الكاملة عن أي شيء يحدث للطلاب في المختبر.
- يجب الإبلاغ عن الحوادث عبر نموذج تقارير الحوادث في المدرسة.

الاستخدام:

- معدات مختبر الفنون مخصصة للاستخدام من قبل الطلاب الحاليين وموظفي أكاديمية أديسون الدولية – دحل الحمام فقط.
- لا يجوز استخدامها لأغراض ترفيهية.

في مختبر الفنون، لا يُسمح بالآتي:

- الأكل أو الشرب.

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- الأطفال غير المشرف عليهم.
- العبث بأعمال أو معدات الآخرين بدون إذن.
- رسم أي صور مسيئة أو فاحشة أو إباحية.
- السلوك المزعج أو المخل بالنظام.

ملاحظات إضافية:

- الحفاظ على مستوى الضوضاء إلى الحد الأدنى. هذا مختبر فنون، وليس مكاناً للنقاش الجماعي.
- الإبلاغ فوراً عن أي سوء استخدام لهذه المرافق إلى المشرف (معلم الفنون).
- قد يتم مراقبة استخدامك لمرافق الفنون لضمان الالتزام بالقواعد أعلاه.
- يتحمل المعلم المسؤول المسؤولية الكاملة عن أي شيء يحدث للطلاب في المختبر في المختبر.
- يجب الإبلاغ عن الحوادث عبر نموذج تقارير الحوادث في المدرسة.
- يرجى مراجعة قواعد مختبر الفنون مع الصف بشكل دوري طوال العام.
- يرجى الاطلاع على قواعد مختبر الفنون الإضافية.