

## Art Laboratory Policy

### 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



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- Disruptive behavior

**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.**