



PENFIELD HIGH SCHOOL

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Dear Parent/Guardian and Student:

NYS curriculum for Photography requires all students to use a manual camera. PHS Photography curriculum is fulfilled completely with digital processes. We are happy to be able to offer Canon SLR Digital Rebel cameras for loan to Photography students. These cameras are property of the Penfield Central School District and may be borrowed under the following guidelines:

- ◆ Students need to adhere to a specific timeline. The exact due date will be specified when the camera is signed out. Since all of the Photography classes are borrowing from the same inventory, the loan time will usually be 24 hours, unless arranged for longer with the instructor.
- ◆ Camera is to be **returned before the start of 1st period and picked up** during or immediately after **9th period**.
- ◆ Students are responsible for any damaged to or loss of the camera while it is in their possession. The camera kit is valued at \$500.00 - \$650.00. Total replacement cost may vary as pricing changes occur.
- ◆ Camera kits include: Canon XTI digital Rebel with 2G compact flash card, Canon T3 or T6i digital with 4G SD card, 18-55mm lens, UV filter, and camera bag.
- ◆ This form must be signed and on file before any camera is available for loan.
- ◆ Any student that does not fulfill the above requirements will forfeit the privilege to borrow a school camera. The duration of loan penalty is commensurate with the infraction.

There are up to 60 students enrolled in Photography classes each semester who will be borrowing the 30 cameras we are fortunate to have available for loan. For this reason, it is imperative that students who are borrowing cameras plan ahead and are ready to work when they are provided with a camera.

I understand and agree to abide by the above guidelines.

Student Signature ** Please print your name* Date

Parent/Guardian Signature ** Please print your name* Date

Loan Penalties

All of the penalties listed below pertain to late return of digital camera kits when there is NOT a legal excuse. A legal excuse in this case would be the same as a legal excuse for an absence or lateness to school.

Infraction	Loan Penalty
Camera returned after 1 st period, but, before the end of the school day	3 day loss of loan privileges
Camera returned 24 hours late	1 week loss of loan privileges
48 hours late	10 day loss of loan privileges
1 week late	2 week loss of loan privileges
Camera returned damaged	Loss of loan privileges until an assessment of repairs needed is made and cost paid.
Camera lost, stolen or returned in an irreparable state and requires replacement	Loss of loan privileges unit replacement cost is paid.
Students that regularly return cameras late are pushed to the bottom of the priority list when the demand exceeds our supply of cameras.	Loan privileges may be revoked if there are any serious concerns about the student's ability to maintain the safety of the camera.

- Due the high demand on our camera inventory, it is important to use the shoot assignments when you are assigned a camera.
- If no other student or class is sharing the cameras, late penalties may not apply.

Replacement Costs: **estimated*

Lens Cap	\$10-15.00
UV Filter	\$10-15.00
18-55mm Canon Lens	\$200.00
Camera Bag	\$25.00
Camera Kit – <i>total replacement cost</i>	\$500.00