

# **Digital Media / Multimedia Foundations 1**

**Syllabus 2017-2018**

**DeLand High School**

**Course #:** 8201210

**Email:** vlperri@volusia.k12.fl.us

**Teacher:** Ms. Perri

**Building and Room:** 18-101

**Phone:** 386-822-6909 Ext. 23418

**Course Description:** The purpose of this program is to prepare students for work as multimedia artists and animators. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

## **Course Objectives:**

*After successfully completing this program, the student will be able to perform the following:*

- Methods and strategies for using Florida Standards for grades 09-10 reading in Technical Subjects for student success in Digital Media/Multimedia Design.
- Methods and strategies for using Florida Standards for grades 09-10 writing in Technical Subjects for student success in Digital Media/Multimedia Design.
- Methods and strategies for using Florida Standards for grades 09-10 Mathematical Practices in Technical Subjects for student success in Digital Media/Multimedia Design.

01.0 Demonstrate knowledge of presentation production issues.

02.0 Demonstrate basic computer knowledge.

03.0 Demonstrate knowledge of digital still photography.

04.0 Demonstrate knowledge of photo editing software.

**Course Materials:** Adobe Creative Cloud (Photoshop, Illustrator); Canvas, Edmodo; various internet browsers.

## **Classroom Expectations, Procedures, Rules**

- Follow directions the first time
- Keep hands, feet, and objects to yourself
- Ask before borrowing materials or printing to the printer
- Follow all school policies
- Be respectful and professional to your teachers, peers, and to yourself
- Enjoy your food or drinks OUTSIDE of this classroom (this includes chewing gum)
- All students are expected to come to class prepared (**writing implements and paper**)
- Sit in your assigned seat
- Backpacks, non-class books, electronic devices, etc. are to be placed in the designated location and will remain there during the entire class
- Check your computer equipment at the beginning and end of each class
  - If there are any problems, bring it to my attention as soon as possible.
- Only use the computer programs or web sites assigned for the day

## Perri 2017-2018 School Year

- Online or other games, miscellaneous videos, or web sites, etc., are not part of the curriculum
- The Code of Student Conduct and Discipline is in effect at all times, especially the Computer and Internet Access policy.
- All classroom computers, mouse/keyboards, printers, computer tables, or any other furniture or equipment in the classroom will be kept in the same condition or better as found at the beginning of the year.
- Any and all computer properties and setup attributes are to remain the same for all classroom computers.
- Students are responsible for remembering all of the usernames and passwords required for this class
  - Students are expected to follow the guidelines given in class for creating usernames and passwords
- Students will be directed where to save their computer work
  - Students are responsible for saving their work correctly
  - Incorrectly saved work may be deleted and it is the student's responsibility to re-do the work
- 3 bathroom passes per 9 weeks
  - Plan trips to the bathroom between classes and during lunch whenever possible
  - Cell phones and other electronics are to remain in the classroom while visiting the bathroom
  - Bathroom passes will be written AFTER instructional time
- Students will remain in the classroom during the first ten or last ten minutes of class
- Remain in your seat until the dismissal bell rings
- Take care of personal business on your own time
  - During my class, there is no reason that you need to:
    - Go to your locker or get a book or other personal item you forgot somewhere, go see another teacher or coach, ask for a pass to go to guidance, make-up a test in another class, or go to any other place not currently listed

### **Consequences for not following Expectations, Procedures, Rules**

Depending on the infraction, possible consequences are:

- Warning
- Phone call home
- Referral
- Loss of computer time or internet time
- Confiscation of offending item
- Seat change

### **Code of Ethics**

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of their own work.

### **Cheating**

Giving or receiving assistance on an exam/quiz/etc. will not be tolerated, and will result in a grade of zero on the assignment and possible disciplinary action.

### **Tardy Policy**

- DHS policy for tardies to class will be followed; if students late to class, will be marked "L" (late) in the gradebook. First Tardy is a Warning. Second Tardy is a call Home. Multiple tardies will result in calls home and a referral.

### Phone & Electronic Device Policy

- Students will be expected to follow the district phone and electronic device policy. At NO time is a phone or electronic device to be turned on or **out** in the classroom. Phones or electronic devices are subject to confiscation after a warning, and referral.

### Absences/Late Work/Remediation

- It is up to the student to see the teacher on the day they return from an absence (most lessons and work are also available on the Gradebook or Canvas or Edmodo website).
- Students with excused absences will have extra time to complete missing assignments (equivalent to the number of days they were absent **immediately** following the return to school). Students will **NOT** have time **during class** to make up missing work as they are expected to do the **current** assignment. Students may use lunch time or after school to make up work.
- Class attendance is necessary for you to meet the requirements of this class and obtain the required knowledge and skills of multimedia.
- If a student is falling behind for any reason, it is up to them to seek extra help or extra time at either lunch or after school.

### Grading Policy

Please refer to the student handbook for grading scale. All assignments are graded in a timely manner and grades are accessible through Gradebook. Students and Parents are encouraged to check Gradebook REGULARLY for their current status. Parent notification (email, telephone call) will be made for students in jeopardy of failing, HOWEVER, I encourage you to be proactive and keep track of your daily progress in Gradebook.

Teacher's Authority to Override Final Grade: A teacher may override the final grade if a student's overall performance warrants it. Before the grade override is finalized, the teacher must notify the parent/guardian concerning the student's performance if the override may result in a lower final grade. The teacher may issue a failing grade override based on the student's overall performance only with the approval of the principal. This refers to the final grade of the grading period, or the final grade for the course.

### Late/Make-up Policy

- Assignments are due on specified dates. Work must be submitted in the correct manner to receive credit (sent to Canvas or Edmodo or placed in your class assignment box, etc.).
- Extra class time will not be given for make-up work; use lunch and/or after school.
- Formative late work will **only** be accepted within 3 days of the assignment due date.
  - All **unexcused** late work is subject to penalties (points may be deducted).
  - Formative work submitted after 3 days **late** has a maximum value of 50%
- Summative late work will **only** be accepted within 7 days of the assignment due date.
  - All **unexcused** late work is subject to penalties (points may be deducted).
  - Summative work submitted after 7 days **late** has a maximum value of 50%

### Class Requirements

- Pen (blue or black ink only) or pencil
- Paper or spiral notebook or three-ring binder with paper

**Highly recommended and appreciated (can be brought in at any time of the school year)**

- Reams of white copy paper- 8 ½ x 11
- Facial Tissue (for example Kleenex)
- Instant Hand Sanitizer

**Computer Use Rules**

Computers are provided for student use to further the educational goals of the district. To ensure students benefit from computer technology, they will adhere to the following guidelines, as well as those specified in School Board Policy 518 and other district policies and procedures governing student conduct.

1. Students will only use programs and devices as authorized by the teacher.
2. Students will not install or download from the Internet any software, including games, on any computers at school.
3. Students will not make any changes to desktop setting or to programs.
4. Students will save their files to removable device unless advised otherwise by the teacher.
5. Student should exercise reasonable care to ensure any computers or computing devices (USB, memory stick, mobile devices) are virus free and do not contain unauthorized or inappropriate file.
6. Students may use the Internet for only curriculum research and projects assigned by the teacher. No browsing the Internet for recreational purposes is allowed. Any inappropriate material inadvertently accessed should be reported to a teacher.
7. Students shall not visit non-district supported chat room so use instant message without permission and direction from the teacher.
8. Student will use district-supported technologies, including, but not limited to, online resources (e.g., wikis, blogs, online collaborative environments, etc.) for educational use only, with permission and at the direction from the teacher.
9. Students shall not give out personal information about themselves or others; this includes any demographic information such as physical address, full name, account name/sign-on and/or passwords.
10. Students will immediately notify the teacher if malfunctions occurring any computer, peripheral, or software. Any tampering with hardware, peripheral devices, or software will be considered vandalism and will be handled accordingly.

**The use of computers is a privilege and not a right. Failure to follow these guidelines may result in the loss of access to the network or other disciplinary action.**

## ***Digital Media / Multimedia Foundations 2***

**Syllabus 2017-2018**

**DeLand High School**

**Course #:** 8201220

**Email:** vlperri@volusia.k12.fl.us

**Teacher:** Ms. Perri

**Building and Room:** 18-101

**Phone:** 386-822-6909 Ext. 23418

**Course Description:** The purpose of this program is to prepare students for work as multimedia artists and animators. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

### **Course Objectives:**

*After successfully completing this program, the student will be able to perform the following:*

- Methods and strategies for using Florida Standards for grades 09-10 reading in Technical Subjects for student success in Digital Media/Multimedia Design.
  - Methods and strategies for using Florida Standards for grades 09-10 writing in Technical Subjects for student success in Digital Media/Multimedia Design.
  - Methods and strategies for using Florida Standards for grades 09-10 Mathematical Practices in Technical Subjects for student success in Digital Media/Multimedia Design.
- 05.0 Demonstrate proficiency in advanced design.
- 06.0 Demonstrate understanding of color modes.
- 07.0 Demonstrate proficiency in using fonts for advance design.
- 08.0 Demonstrate proficiency in using illustration software.

**Course Materials:** Adobe Creative Cloud (Photoshop, Illustrator, InDesign); Canvas, Edmodo; various internet browsers.

### **Classroom Expectations, Procedures, Rules**

- Follow directions the first time
- Keep hands, feet, and objects to yourself
- Ask before borrowing materials or printing to the printer
- Follow all school policies
- Be respectful and professional to your teachers, peers, and to yourself
- Enjoy your food or drinks OUTSIDE of this classroom (this includes chewing gum)
- All students are expected to come to class prepared (**writing implements and paper**)
- Sit in your assigned seat
- Backpacks, non-class books, electronic devices, etc. are to be placed in the designated location and will remain there during the entire class
- Check your computer equipment at the beginning and end of each class
  - If there are any problems, bring it to my attention as soon as possible.

- Only use the computer programs or web sites assigned for the day
  - Online or other games, miscellaneous videos, or web sites, etc., are not part of the curriculum
- The Code of Student Conduct and Discipline is in effect at all times, especially the Computer and Internet Access policy.
- All classroom computers, mouse/keyboards, printers, computer tables, or any other furniture or equipment in the classroom will be kept in the same condition or better as found at the beginning of the year.
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  - Students are expected to follow the guidelines given in class for creating usernames and passwords
- Students will be directed where to save their computer work
  - Students are responsible for saving their work correctly
  - Incorrectly saved work may be deleted and it is the student's responsibility to re-do the work
- 3 bathroom passes per 9 weeks
  - Plan trips to the bathroom between classes and during lunch whenever possible
  - Cell phones and other electronics are to remain in the classroom while visiting the bathroom
  - Bathroom passes will be written AFTER instructional time
- Students will remain in the classroom during the first ten or last ten minutes of class
- Remain in your seat until the dismissal bell rings
- Take care of personal business on your own time
  - During my class, there is no reason that you need to:
    - Go to your locker or get a book or other personal item you forgot somewhere, go see another teacher or coach, ask for a pass to go to guidance, make-up a test in another class, or go to any other place not currently listed

### **Consequences for not following Expectations, Procedures, Rules**

Depending on the infraction, possible consequences are:

- Warning
- Phone call home
- Referral
- Loss of computer time or internet time
- Confiscation of offending item
- Seat change

### **Code of Ethics**

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### **Cheating**

Giving or receiving assistance on an exam/quiz/etc. will not be tolerated, and will result in a grade of zero on the assignment and possible disciplinary action.

### Tardy Policy

- DHS policy for tardies to class will be followed; if students late to class, will be marked "L" (late) in the gradebook. First Tardy is a Warning. Second Tardy is a call Home. Multiple tardies will result in calls home and a referral.

### Phone & Electronic Device Policy

- Students will be expected to follow the district phone and electronic device policy. At NO time is a phone or electronic device to be turned on or **out** in the classroom. Phones or electronic devices are subject to confiscation after a warning, and referral.

### Absences/Late Work/Remediation

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- Class attendance is necessary for you to meet the requirements of this class and obtain the required knowledge and skills of multimedia.
- If a student is falling behind for any reason, it is up to them to seek extra help or extra time at either lunch or after school.

### Grading Policy

Please refer to the student handbook for grading scale. All assignments are graded in a timely manner and grades are accessible through Gradebook. Students and Parents are encouraged to check Gradebook REGULARLY for their current status. Parent notification (email, telephone call) will be made for students in jeopardy of failing, HOWEVER, I encourage you to be proactive and keep track of your daily progress in Gradebook.

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### Late/Make-up Policy

- Assignments are due on specified dates. Work must be submitted in the correct manner to receive credit (sent to Canvas or Edmodo or placed in your class assignment box, etc.).
- Extra class time will not be given for make-up work; use lunch and/or after school.
- Formative late work will **only** be accepted within 3 days of the assignment due date.
  - All **unexcused** late work is subject to penalties (points may be deducted).
  - Formative work submitted after 3 days **late** has a maximum value of 50%
- Summative late work will **only** be accepted within 7 days of the assignment due date.
  - All **unexcused** late work is subject to penalties (points may be deducted).
  - Summative work submitted after 7 days **late** has a maximum value of 50%

### **Class Requirements**

- Pen (blue or black ink only) or pencil
- Paper or spiral notebook or three-ring binder with paper

### **Highly recommended and appreciated (can be brought in at any time of the school year)**

- Reams of white copy paper- 8 ½ x 11
- Facial Tissue (for example Kleenex)
- Instant Hand Sanitizer

### **Computer Use Rules**

Computers are provided for student use to further the educational goals of the district. To ensure students benefit from computer technology, they will adhere to the following guidelines, as well as those specified in School Board Policy 518 and other district policies and procedures governing student conduct.

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3. Students will not make any changes to desktop setting or to programs.
4. Students will save their files to removable device unless advised otherwise by the teacher.
5. Student should exercise reasonable care to ensure any computers or computing devices (USB, memory stick, mobile devices) are virus free and do not contain unauthorized or inappropriate file.
6. Students may use the Internet for only curriculum research and projects assigned by the teacher. No browsing the Internet for recreational purposes is allowed. Any inappropriate material inadvertently accessed should be reported to a teacher.
7. Students shall not visit non-district supported chat room so use instant message without permission and direction from the teacher.
8. Student will use district-supported technologies, including, but not limited to, online resources (e.g., wikis, blogs, online collaborative environments, etc.) for educational use only, with permission and at the direction from the teacher.
9. Students shall not give out personal information about themselves or others; this includes any demographic information such as physical address, full name, account name/sign-on and/or passwords.
10. Students will immediately notify the teacher if malfunctions occurring any computer, peripheral, or software. Any tampering with hardware, peripheral devices, or software will be considered vandalism and will be handled accordingly.

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## ***Digital Media / Multimedia Foundations 3***

**Syllabus 2017-2018**

**DeLand High School**

**Course #:** 8201230

**Teacher:** Ms. Perri

**Phone:** 386-822-6909 Ext. 23418

**Email:** vlperri@volusia.k12.fl.us

**Building and Room:** 18-101

**Course Description:** The purpose of this program is to prepare students for work as multimedia artists and animators. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

### **Course Objectives:**

*After successfully completing this program, the student will be able to perform the following:*

- Methods and strategies for using Florida Standards for grades 11-12 reading in Technical Subjects for student success in Digital Media/Multimedia Design.
  - Methods and strategies for using Florida Standards for grades 11-12 writing in Technical Subjects for student success in Digital Media/Multimedia Design.
  - Methods and strategies for using Florida Standards for grades 11-12 Mathematical Practices in Technical Subjects for student success in Digital Media/Multimedia Design.
- 09.0 Demonstrate knowledge of design layout software.
- 10.0 Demonstrate proficiency in using presentation software and equipment to produce a complex presentation

**Course Materials:** Adobe Creative Cloud (Photoshop, Illustrator, InDesign); Canvas, Edmodo; various internet browsers.

### **Classroom Expectations, Procedures, Rules**

- Follow directions the first time
- Keep hands, feet, and objects to yourself
- Ask before borrowing materials or printing to the printer
- Follow all school policies
- Be respectful and professional to your teachers, peers, and to yourself
- Enjoy your food or drinks OUTSIDE of this classroom (this includes chewing gum)
- All students are expected to come to class prepared (**writing implements and paper**)
- Sit in your assigned seat
- Backpacks, non-class books, electronic devices, etc. are to be placed in the designated location and will remain there during the entire class
- Check your computer equipment at the beginning and end of each class
  - If there are any problems, bring it to my attention as soon as possible.

- Only use the computer programs or web sites assigned for the day
  - Online or other games, miscellaneous videos, or web sites, etc., are not part of the curriculum
- The Code of Student Conduct and Discipline is in effect at all times, especially the Computer and Internet Access policy.
- All classroom computers, mouse/keyboards, printers, computer tables, or any other furniture or equipment in the classroom will be kept in the same condition or better as found at the beginning of the year.
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- Students will be directed where to save their computer work
  - Students are responsible for saving their work correctly
  - Incorrectly saved work may be deleted and it is the student's responsibility to re-do the work
- 3 bathroom passes per 9 weeks
  - Plan trips to the bathroom between classes and during lunch whenever possible
  - Cell phones and other electronics are to remain in the classroom while visiting the bathroom
  - Bathroom passes will be written AFTER instructional time
- Students will remain in the classroom during the first ten or last ten minutes of class
- Remain in your seat until the dismissal bell rings
- Take care of personal business on your own time
  - During my class, there is no reason that you need to:
    - Go to your locker or get a book or other personal item you forgot somewhere, go see another teacher or coach, ask for a pass to go to guidance, make-up a test in another class, or go to any other place not currently listed

### **Consequences for not following Expectations, Procedures, Rules**

Depending on the infraction, possible consequences are:

- Warning
- Phone call home
- Referral
- Loss of computer time or internet time
- Confiscation of offending item
- Seat change

### **Code of Ethics**

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### **Cheating**

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### Tardy Policy

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- Class attendance is necessary for you to meet the requirements of this class and obtain the required knowledge and skills of multimedia.
- If a student is falling behind for any reason, it is up to them to seek extra help or extra time at either lunch or after school.

### Grading Policy

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### Late/Make-up Policy

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  - Summative work submitted after 7 days **late** has a maximum value of 50%

### **Class Requirements**

- Pen (blue or black ink only) or pencil
- Paper or spiral notebook or three-ring binder with paper

### **Highly recommended and appreciated (can be brought in at any time of the school year)**

- Reams of white copy paper- 8 ½ x 11
- Facial Tissue (for example Kleenex)
- Instant Hand Sanitizer

### **Computer Use Rules**

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1. Students will only use programs and devices as authorized by the teacher.
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3. Students will not make any changes to desktop setting or to programs.
4. Students will save their files to removable device unless advised otherwise by the teacher.
5. Student should exercise reasonable care to ensure any computers or computing devices (USB, memory stick, mobile devices) are virus free and do not contain unauthorized or inappropriate file.
6. Students may use the Internet for only curriculum research and projects assigned by the teacher. No browsing the Internet for recreational purposes is allowed. Any inappropriate material inadvertently accessed should be reported to a teacher.
7. Students shall not visit non-district supported chat room so use instant message without permission and direction from the teacher.
8. Student will use district-supported technologies, including, but not limited to, online resources (e.g., wikis, blogs, online collaborative environments, etc.) for educational use only, with permission and at the direction from the teacher.
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## ***Digital Media / Multimedia Foundations 4***

**Syllabus 2017-2018**

**DeLand High School**

**Course #:** 8201240

**Teacher:** Ms. Perri

**Phone:** 386-822-6909 Ext. 23418

**Email:** vlperri@volusia.k12.fl.us

**Building and Room:** 18-101

**Course Description:** The purpose of this program is to prepare students for work as multimedia artists and animators. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

### **Course Objectives:**

*After successfully completing this program, the student will be able to perform the following:*

- Methods and strategies for using Florida Standards for grades 11-12 reading in Technical Subjects for student success in Digital Media/Multimedia Design.
  - Methods and strategies for using Florida Standards for grades 11-12 writing in Technical Subjects for student success in Digital Media/Multimedia Design.
  - Methods and strategies for using Florida Standards for grades 11-12 Mathematical Practices in Technical Subjects for student success in Digital Media/Multimedia Design.
- 11.0 Demonstrate proficiency in webpage design  
12.0 Demonstrate understanding of HTML and CSS  
13.0 Demonstrate proficiency in authoring software for webpage design

**Course Materials:** Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Dreamweaver); Canvas, Edmodo; various internet browsers.

### **Classroom Expectations, Procedures, Rules**

- Follow directions the first time
- Keep hands, feet, and objects to yourself
- Ask before borrowing materials or printing to the printer
- Follow all school policies
- Be respectful and professional to your teachers, peers, and to yourself
- Enjoy your food or drinks OUTSIDE of this classroom (this includes chewing gum)
- All students are expected to come to class prepared (**writing implements and paper**)
- Sit in your assigned seat
- Backpacks, non-class books, electronic devices, etc. are to be placed in the designated location and will remain there during the entire class
- Check your computer equipment at the beginning and end of each class
  - If there are any problems, bring it to my attention as soon as possible.

- Only use the computer programs or web sites assigned for the day
  - Online or other games, miscellaneous videos, or web sites, etc., are not part of the curriculum
- The Code of Student Conduct and Discipline is in effect at all times, especially the Computer and Internet Access policy.
- All classroom computers, mouse/keyboards, printers, computer tables, or any other furniture or equipment in the classroom will be kept in the same condition or better as found at the beginning of the year.
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  - Students are responsible for saving their work correctly
  - Incorrectly saved work may be deleted and it is the student's responsibility to re-do the work
- 3 bathroom passes per 9 weeks
  - Plan trips to the bathroom between classes and during lunch whenever possible
  - Cell phones and other electronics are to remain in the classroom while visiting the bathroom
  - Bathroom passes will be written AFTER instructional time
- Students will remain in the classroom during the first ten or last ten minutes of class
- Remain in your seat until the dismissal bell rings
- Take care of personal business on your own time
  - During my class, there is no reason that you need to:
    - Go to your locker or get a book or other personal item you forgot somewhere, go see another teacher or coach, ask for a pass to go to guidance, make-up a test in another class, or go to any other place not currently listed

### **Consequences for not following Expectations, Procedures, Rules**

Depending on the infraction, possible consequences are:

- Warning
- Phone call home
- Referral
- Loss of computer time or internet time
- Confiscation of offending item
- Seat change

### **Code of Ethics**

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of their own work.

### **Cheating**

Giving or receiving assistance on an exam/quiz/etc. will not be tolerated, and will result in a grade of zero on the assignment and possible disciplinary action.

### Tardy Policy

- DHS policy for tardies to class will be followed; if students late to class, will be marked "L" (late) in the gradebook. First Tardy is a Warning. Second Tardy is a call Home. Multiple tardies will result in calls home and a referral.

### Phone & Electronic Device Policy

- Students will be expected to follow the district phone and electronic device policy. At NO time is a phone or electronic device to be turned on or **out** in the classroom. Phones or electronic devices are subject to confiscation after a warning, and referral.

### Absences/Late Work/Remediation

- It is up to the student to see the teacher on the day they return from an absence (most lessons and work are also available on the Gradebook or Canvas or Edmodo website).
- Students with excused absences will have extra time to complete missing assignments (equivalent to the number of days they were absent **immediately** following the return to school). Students will **NOT** have time **during class** to make up missing work as they are expected to do the **current** assignment. Students may use lunch time or after school to make up work.
- Class attendance is necessary for you to meet the requirements of this class and obtain the required knowledge and skills of multimedia.
- If a student is falling behind for any reason, it is up to them to seek extra help or extra time at either lunch or after school.

### Grading Policy

Please refer to the student handbook for grading scale. All assignments are graded in a timely manner and grades are accessible through Gradebook. Students and Parents are encouraged to check Gradebook REGULARLY for their current status. Parent notification (email, telephone call) will be made for students in jeopardy of failing, HOWEVER, I encourage you to be proactive and keep track of your daily progress in Gradebook.

Teacher's Authority to Override Final Grade: A teacher may override the final grade if a student's overall performance warrants it. Before the grade override is finalized, the teacher must notify the parent/guardian concerning the student's performance if the override may result in a lower final grade. The teacher may issue a failing grade override based on the student's overall performance only with the approval of the principal. This refers to the final grade of the grading period, or the final grade for the course.

### Late/Make-up Policy

- Assignments are due on specified dates. Work must be submitted in the correct manner to receive credit (sent to Canvas or Edmodo or placed in your class assignment box, etc.).
- Extra class time will not be given for make-up work; use lunch and/or after school.
- Formative late work will **only** be accepted within 3 days of the assignment due date.
  - All **unexcused** late work is subject to penalties (points may be deducted).
  - Formative work submitted after 3 days **late** has a maximum value of 50%
- Summative late work will **only** be accepted within 7 days of the assignment due date.
  - All **unexcused** late work is subject to penalties (points may be deducted).
  - Summative work submitted after 7 days **late** has a maximum value of 50%

### **Class Requirements**

- Pen (blue or black ink only) or pencil
- Paper or spiral notebook or three-ring binder with paper

### **Highly recommended and appreciated (can be brought in at any time of the school year)**

- Reams of white copy paper- 8 ½ x 11
- Facial Tissue (for example Kleenex)
- Instant Hand Sanitizer

### **Computer Use Rules**

Computers are provided for student use to further the educational goals of the district. To ensure students benefit from computer technology, they will adhere to the following guidelines, as well as those specified in School Board Policy 518 and other district policies and procedures governing student conduct.

1. Students will only use programs and devices as authorized by the teacher.
2. Students will not install or download from the Internet any software, including games, on any computers at school.
3. Students will not make any changes to desktop setting or to programs.
4. Students will save their files to removable device unless advised otherwise by the teacher.
5. Student should exercise reasonable care to ensure any computers or computing devices (USB, memory stick, mobile devices) are virus free and do not contain unauthorized or inappropriate file.
6. Students may use the Internet for only curriculum research and projects assigned by the teacher. No browsing the Internet for recreational purposes is allowed. Any inappropriate material inadvertently accessed should be reported to a teacher.
7. Students shall not visit non-district supported chat room so use instant message without permission and direction from the teacher.
8. Student will use district-supported technologies, including, but not limited to, online resources (e.g., wikis, blogs, online collaborative environments, etc.) for educational use only, with permission and at the direction from the teacher.
9. Students shall not give out personal information about themselves or others; this includes any demographic information such as physical address, full name, account name/sign-on and/or passwords.
10. Students will immediately notify the teacher if malfunctions occurring any computer, peripheral, or software. Any tampering with hardware, peripheral devices, or software will be considered vandalism and will be handled accordingly.

**The use of computers is a privilege and not a right. Failure to follow these guidelines may result in the loss of access to the network or other disciplinary action.**