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| Yearbook/Creative Media  Hello and welcome! I have the pleasure of being your student’s teacher this year. Please review the information below and feel free to contact me with any questions that may arise. With your cooperation and support, I am sure we will be able to make this a successful year. | 2017-2018  Instructor: Mrs. Micaela R Morales  Preferred method of contact, E-Mail: mmorales@soledad.k12.ca.us  or School Phone: (831) 678-6460 School Website: [www.mainstreettrojans.com](http://www.mainstreettrojans.com) |
| **Overview** Below you will find an overview of the work I hope we can accomplish. Together we will be creating this year’s school Yearbook. In addition, students will also learn about business, photography, design, and technology. Furthermore, students will be encouraged to create a variety of digital media in hopes of broadcasting Main Street Middle School’s first ever newscast. **Classroom Rules**  1. Be prompt and prepared (student has all necessary materials) for class.  2. Respect your teacher’s right to teach and your fellow student’s right to learn.  3. No food, drinks or gum in class. Water is ok.  4. Speak at appropriate times. When in doubt, raise your hand. **Progressive Discipline**  Step one: Reminder (to whole class or individual).  Step two: Warning (write infraction on referral form and show student)  Step three: Second warning – Parent phone call (write infraction on referral form, show student and call parents; at this time student may also be sent out to team teacher)  Step four: Team teacher/ Office (3 or more infractions should be on referral at this time plus documentation of call to parent)  **SERIOUS disruption or disrespect** will result in immediate referral to assistant principal and possible suspension from class. **Tardy Policy** Tardy 1 – Verbal warning  Tardy 2 – Student/Teacher conference  Tardy 3 – Parent phone call  Tardy 4 – Detention, etc.  **Grading Policy**  **The most important part of your grade is meeting your deadlines with high-quality completed pages.**  Daily Work 40%  Participation 30%  Projects 30%  **Grading Scale**  The following grading scale will apply:  +100% - 90 = A  89- 80 = B  79 - 70 = C  69 – 60 = D  59 and below = F | Participation Students will be expected to attend games and other school events outside of school hours. Students will know when and where these events are ahead of time so that they can coordinate transportation.  **Deadlines and Late Work Policy**  Yearbook is a business. Therefore, missing deadlines has severe consequences, not just for you as a student, but also for the yearbook itself. We succeed as a team. Therefore, **failure to meet deadlines could result in a dismissal from the course.** If you need help, please talk to me. I am here to help you be successful. Any other assignment not received before or on the due date is considered late and will receive a 15% penalty. For the first through third quarter all late work will be accepted up to one week late. There will be NO LATE WORK accepted during fourth quarter. Necessary Materials Paper, pens or pencils (minimum of two), AR book, and a good attitude. Planner or calendar highly recommended.  **Equipment Policy**  Main Street Middle School owns several high-quality digital cameras that are made available for student use. Because these belong to the entire class and are essential tools for learning, renters are responsible for them. If a camera is damaged or destroyed while in a student’s care, that students is responsible for   * Paying for repair of the camera or * Paying for replacement of the camera.   Please keep in mind that these cameras are worth hundreds of dollars apiece. |

Please review, fill out the back, and return. A copy of this syllabus can be found on the teacher website. Thank you.

I have read and understand the course syllabus, and I will adhere to it to the best of my ability. IN particular, I understand that failure to meet a deadline could result in an F grade, loss of credit, and dismissal from the class. In addition, this syllabus will count as your first assignment. Please make sure that you have it signed and returned. Thank you!

Student name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent, if you would like to leave your contact information, please do so below.

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Do you have any questions or comments? Are there any student health concerns or other concerns that I need to know? Feel free to leave me a brief note.

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Media Release Form