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Dear Students (and your parents/guardians):

Please read and review these rules carefully as they pertain to your performance and success in this class. Sign and return the third page, and keep the first two for your reference. **You will not be expected to purchase any equipment or any memberships to participate in this class.** We will be using electronic classroom environments including Moodle and Google Apps. Abusing the privilege of membership in these communities may result in loss of access to your account(s), which will mean you cannot complete the curriculum and will have to withdraw from the class.

Be respectful of yourself, your classmates, your teacher, our time, our space, our equipment, our materials, our purpose, your potential.

- *Membership in any online community requires you to conduct yourself in a mature and responsible manner. Failure to do so may result in loss of computer access and removal from the class.*
- *Guns won't be allowed in graphic and video projects. Exceptions can be made to this policy ONLY with the prior written approval of the instructor and, in the case of video projects, if all scenes have been storyboarded and approved prior to filming and all storyboarded scenes match the final filmed scenes.*
- *Food and drink are not allowed in room 261. Students must store it in their backpacks or leave on the black cabinet in the front of the room. Students may have food and drink in room 263.*
- *Certain topics are inappropriate for our projects (sexual references, violence, drugs, tobacco, profanity, and degrading or demeaning references and images) and cannot be included in graphic, video, or audio files.*
- *Equipment must be returned five minutes before the end of the class period if checked out during the school day. If checking equipment out overnight, it must be returned before first period of the day after it was checked it out. Failure to do so may result in loss of equipment privileges.*
- *Work on and print assignments for my class ONLY. Ask before you print other material.*
- *Don't change the computer settings or download files or games on the computers.*
- *Arrive to class on time. Students arriving six minutes or more after the bell will be marked as absent but should still attend class.*
- *Adhere to copyright, plagiarism, and intellectual property guidelines.*
- *Take care of the equipment you are assigned. **You are financially responsible for equipment you damage or lose.***
- *Credit will only be given for online forums while they are open.*

### **Cell Phone/Distracted Policy**

In this class, you will be practicing skills like critical thinking and problem solving. It's important to devote your full attention to instruction and in-class activities to make the most of this class and meet course objectives. Attempting to multitask while learning new material can increase stress and decrease productivity for you, your neighbors, and the instructor. If your cell phone is out or available (on the desk, in your pocket, or on your seat), it will distract you and the rest of the class. You must put away any distraction (including cell phones) at the beginning of class. You're welcome to silence them and place them in a backpack or purse or in the cell phone caddy at the front of the class.

The following are the only times cell phone use in class is appropriate:

- **Approved photography tasks:** The instructor will notify the class when cell phones can be used to take or save pictures.
- **Approved lab work time:** The instructor will notify the class when students are free to listen to music during independent work time. The volume should allow you to hear announcements and should not distract others. Texting and social media use are not allowed.
- **Emergencies:** Only legitimate crises qualify.

## Consequences

### 1<sup>st</sup> Violation - Warning

- You will be asked to adhere to the class policy. In the case of device violations, you must stow your phone in a backpack, purse, or in the classroom phone caddy.

### 2<sup>nd</sup> Violation - Detention

- Refusal to adhere to class rules at the teacher's initial request and second infractions will result in a call to your parents and a detention.

### Additional Violations - Loss of points

- Students will receive 60 professional conduct points for the semester. Each additional infraction will be assessed a 15 point penalty. Violations in excess of four will be reduced from your semester total point score. Insubordination may result in removal from the class.

## STUDENT AV EQUIPMENT LOAN AGREEMENT

I agree to return the equipment in the same condition as it was in when I checked it out—with all cords and accessories. I also agree to bring the equipment back to room 261 five minutes before the end of the class period if checked out during the school day. If checking equipment out overnight, I agree to return it before first period of the day after I have checked it out to room 261. I am aware that I will lose the privilege of using school equipment if I return the equipment late, broken, or with parts missing. I also agree that I will not allow any students other than myself to use the equipment. I will sign out equipment on the check-out sheet and sign it back in again when I return the camera and all its components. If I fail to follow these rules, I will lose the privilege to check out equipment from Ms. Cole and will have to find alternative arrangements. If I damage or lose the equipment, it will be replaced with the new, equivalently priced and modeled version of what I have damaged or lost or the cash equivalent. I understand that if I create a video or any other project that incorporates inappropriate visual, sound, or musical elements (pornography, drug, tobacco, and alcohol use, profanity, violence, inappropriate gestures, etc) I will receive a zero on the assignment and possible removal from the class with an F.

## GRADING POLICY

**Grading Calculation:** Grades are calculated on this scale: 90% = A, 80% = B, 70% = C, 60% = D - Assignments are given a total number of possible points--points are then subtracted for each error. You will have periodic grading reports and semester grades reported via the Q online portal. The semester grade will be used to calculate your high school cumulative grade point average. Borderline grade (i.e., 89.5%) will be rounded up. Late work will be assessed at 75% of the earned value.

### Policy for Makeup Work:

Work must be completed by the first Wednesday of the month following the missed assignment. For example, assignments missed in September must be made up by the first Wednesday in October. Work will not be accepted after each month's cut off date. I am looking forward to a fun and productive semester. If you have any questions or concerns, you can reach me by phone or email.

**Parents and students: Please sign and date the following page and return it to me. Keep the policies outlined in the first two pages for your records.**

Best regards,



Beth W. Cole

Business Teacher

[bwcole@mcpsmt.org](mailto:bwcole@mcpsmt.org) or

[bwcole@mcps.k12.mt.us](mailto:bwcole@mcps.k12.mt.us)

(406) 728-2402 X6650

## Acknowledgement of Class Rules

Please read and review the class rules at <https://www.mcpsmt.org/Page/176>. Click on the Class Rules tab on the left-hand side of the screen. Fill out and sign the form below and return to Beth Cole in room 261.

*Student Name:* \_\_\_\_\_

<i>Class:</i>						
Intro to Photography	Graphic Design I	Graphic Design II	Film I	Film II		
<i>Circle One</i>						
<i>Period:</i>						
1	2	3	4	5	6	7
<i>Circle One</i>						

*I have read and understand the Business Lab rules. I understand that in my refusal to follow these rules, I could receive detention, lose points, lose computer privileges, or be removed from class with an "F."*

\_\_\_\_\_  
*Parent Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*