

**Please read over and sign with your parents/ guardians.** Keep this paper in your binder until the end of the **SEMESTER.**  
**\*\*Please return the signature sheet by Wednesday, September 15<sup>th</sup>.**



September 2021

Greetings Parents/ Guardians,

I would like to welcome you and your student to Garry Middle School's Media Productions class and give you some information about our class. Media Productions is a semester long elective class, which explores digital photography, video editing, and the process of production. This is a C.T.E. (Career and Technical Education) class that introduces students to the various skills and jobs available in media and film.

Students have the opportunity to use DSLR cameras, Adobe editing software, and computers throughout the semester to plan and create a variety of projects for different purposes. Students will have the opportunity to learn more about Film or Photography or both if they choose.

**Photography Unit**

- Camera management
- Composition, shot types, and camera angles
- Photo editing in Photoshop

**Film Unit**

- File management
- Editing in Premiere
- Audio and Sound Effects
- Camera Management
- Production Process

***For Your Information***

<b>GRADING SCALE</b>				
<b>A:</b> 100-93%	<b>B+:</b> 89- 87%	<b>C+:</b> 79-77%	<b>D+:</b> 69- 67%	<b>F:</b> Below 60%
<b>A-:</b> 92- 90%	<b>B:</b> 86-83%	<b>C:</b> 76-73%	<b>D:</b> 66-60%	
	<b>B-:</b> 82-80%	<b>C-:</b> 72-70%		

**CLASS EXPECTATIONS and PAPERWORK**

-Students in Media are expected to be on time, prepared to learn, and be able to work cooperatively in groups. All expectations outlined in the Garry Middle School Planner apply in this class. In our class, we're lucky to use a wide variety of technology which is to be used in an appropriate manner.

**-The basic expectations for our classroom are as follows.**

1. We treat other people and equipment with respect.
2. We listen quietly during directions.
3. We do not eat or drink in the computer lab or when handling equipment, unless the treat came from Mrs. McHenry.
4. We are respectful of other people's ideas and opinions.

5. We cooperate in our groups and use our time wisely.
6. We keep our cell phones and earphones on silent and in our backpacks during class.
7. We keep our hands and feet to our self.

**-Paperwork:** The *Acceptable Use Policy* outlines the expectations for your student when working on the computer. Please read over and sign this policy with your student and return it to class by **Wednesday, September 15<sup>th</sup>**.

### **ABSENCES, MAKE-UP WORK, TESTS & PROJECST and TARDIES**

**-Absences:** Our class uses **Microsoft Teams** for all assignments and handouts. Students can look in Teams to see the agenda for the week. When possible, students need to complete work from days when they are gone at home on their student laptop.

**-Make-Up Work:** Your student is responsible for collecting any homework or in class assignments that they may have missed if they were absent. All assignments can be re-submitted. **(First Quarter ends Friday, November 5<sup>th</sup>.)**

**-Tardies:** The school wide expectation is that your student is **in the classroom space** when the bell rings, otherwise they will be marked tardy unless they have a note from a teacher.

### **MATERIALS and HOMEWORK**

**-Materials:** Students must bring a **pen or pencil, binder with paper, and their planners to class each day.** (*Students should also have their school laptop and charging cable with them as well.*)

-Homework will be given periodically and may require a computer.

### **ELECTRONICS**

-Please help stress the importance of school being a place to learn with your student and encourage them to leave their cell phone at home or turned off during the day. Too much class time is getting wasted when students are trying to be on their phone and they get distracted by playing games or going on social media sites. It often becomes an issue when students are asked to put away their phone and refuse saying "it's my parent."

-If you need to contact your student during the class period, please call the office at **354-5200** and they can transfer you to my classroom phone.

### **FOOD AND DRINK**

**-Only WATER bottles (containing water)** are allowed in the room.

**-No candy or food** is allowed in the classroom

### **CONTACT INFORMATION**

I only work part time and teach periods **1, 2, and 3**. Email is the best way to get in contact with me.

**Email:** marybethm@spokaneschools.org

**Phone:** 354-5141 (goes automatically to voicemail)

\*If you need to talk to your student immediately, please call the office **instead of texting or calling their phone**. The **office number is 354-5200** and they will override my voicemail so that you can talk to your student.

## MEDIA PRODUCTIONS: “My Student, What you should know”

- We have read over and discussed the class letter and understand the expectations that students will be expected to follow.
- If my student has a cell phone, we have discussed that it should NOT be out during class.

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Student name (PRINTED)

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Parent/ Guardian name (PRINTED)

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Student Signature

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Parent/ Guardian Signature

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Date

- I have email that I **use and check**.

My email is: \_\_\_\_\_

- I don't have email that I use and check.

- The best phone number to reach me at between 8:45 am and 2:00 pm is:

\_\_\_\_\_

- I would prefer to be contacted by text message

Please circle the best way to get in touch with you during the school day:

*EMAIL*

*CELL PHONE*

*WORK PHONE*

*HOME PHONE*

*Please write down THREE things that you believe are your student's strengths in school:*

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*Please write down TWO things that you hope your student improves at this year in school:*

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*Please write down anything that you think I should know about your student so that they are successful at school and in my class. Feel free to include information about what has helped your student in the past be successful.*

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