**Disclosure Statement**

**Digital Media 2— 2018-2019 School Year**

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| --- | --- | --- | --- |
| **Teacher Name** | **E-Mail Address** | **Telephone Extension** | **Website** |
| Mr. Matthew Tranter | matthew.tranter@jordandistrict.org | 74336 | www.tranter.weebly.com |

**Course Description and Overview**

Digital Media 2 is a class where students will learn hands on skills. They will assist the teacher in designing, publishing, and printing projects for the school. They will learn how to print vinyl banners, notepads, and posters to hang in the school. This is an advanced class for students that have already taken a digital media class. We will continue to learn a deeper knowledge of the Adobe programs that we learned in Digital Media 1A and 1B.

**Grading:** Students will be graded on the following criteria:

1. **Daily Assignments**. Assignments will have a specific due date and will be graded on completeness and accuracy. Students will be expected to do their own work.

2. **Preparation and participation**. *Preparation* refers to being in class on time with needed assignments, notebooks, books, pencils, etc. *Participation* refers to the student’s willingness to follow directions, involvement in classroom discussions, and working on task throughout the class period.

3. **Test/Projects.** All assignments are made to prepare you for the test we will have in our class. The test is a big part of your grade. You can retake a test as many times as you want if you are not happy with your score, however there are necessary steps you need to check off before I will allow you to retake-see below for more details.

**Grading weights will be as follows:**

Students’ grades will be based on their mastery of learning standards that are outlined to the students at the beginning of each quarter. In order to practice and prepare for mastery of each standard, students are expected to complete all assignments and activities.

Students will demonstrate mastery of standards through frequent assessments. Because students learn at different levels and paces, they will not be penalized for needing multiple attempts with an assessment in order to demonstrate mastery. Students are encouraged to attempt an assessment multiple times provided they have documented an effort to engage in additional learning (i.e., tutoring, additional practice, further reading/study, etc.).

The additional learning for each assessment will be specified by the teacher, but alterative learning cleared by the teacher can also be permissible. The retaking of an assessment needs to occur within the quarter during which the original assessment was initially given.

With retakes and redos of assessments and assignments, students tend to let work slide. The more work that piles up, the more students will struggle with keeping pace with the current coursework.

If a student chooses to retake a test/project, you will be required to show you made progress to improve, have all assignments for that unit turned in, and come to a grizzly opts session to learn at mastery level.

In order to assure that a student’s grade is a true indication of mastery, the following guidelines will apply:

• Students will not be penalized for multiple attempts at mastery.

• Practice will be graded at a small percentage of overall grade.

• Assistance and modifications will be available for all students.

• Students will be assessed in ways that accurately indicate their mastery of the standard.

 i.e. Rubrics, modeling, paper and pencil, computer generated, and others

• Extra credit in my class is not and will not be offered.

If students are in class and do not turn in the assigned work for the day for no reason, they will receive NO CREDIT for the assignment.

**Grading Scale**

|  |  |
| --- | --- |
| Assignments | 10% |
| Preparation/Participation | 10% |
| Tests/Quizzes | 80% |



Letter grades are assigned as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grade** | **Percentage** | **Grade** | **Percentage** | **Grade** | **Percentage** |
| A | 82-100% | B- | 62-66% | D+ | 44-49% |
| A- | 75-81% | C+ | 58-61% | D | 32-43% |
| B+ | 71-74% | C | 54-57% | D- | 25-31% |
| B | 67-70% | C- | 50-53% | F | 0-24% |

My advice for the Grading Scale is to look at your letter grade, not your percent to see how you are doing in the class. All assignments/projects will be graded on a 1-4 system.

**Attendance Policy: To receive credit in this class this attendance policy must be followed:**

Students will receive a “No Grade” in class when one of the following occurs:

* ONE Truancy (requires two attendance school sessions to make up)
* THREE absences (requires one attendance school session beginning with the third and subsequent absences)
* FOUR tardies (requires one attendance school session for each two tardies beginning with the fourth and subsequent tardies)

**Class Rules:** Students will be expected to show respect for themselves, for the teacher, for other students in the classroom, and for the equipment that will be used. Class rules are based upon these expectations. Students will be expected to follow the guidelines listed in the Jordan School District Acceptable Use Policy, which each student was required to sign as part of his or her school registration prior to the beginning of the school year.

Class rules are:

1. Students will use equipment appropriately and according to teacher’s directions.
2. Students will follow all written and verbal directions.
3. No food, gum, or drinks in the computer lab.
4. No cell phones or other electronic devices in class, including iPods (this is a Jordan School District policy). If students break this rule, the following will apply:
	1. First infraction: warning
	2. Second infraction: the teacher will take the device and return it to the student at the end of the class period
	3. Third infraction: the teacher will take the device and turn it in to the vice principal. The student will then be responsible to the administration to retrieve the device.
5. Students will respect others in the class. Rudeness in any form is unacceptable.
6. ***Sharing of computer assignments between students will absolutely not be tolerated.***
7. Computer games are not allowed. Downloading of unapproved materials from the Internet will not be allowed. If such downloading occurs, the following will apply:
	1. First infraction: warning
	2. Second infraction: student will temporarily lose computer privileges and will be required to complete alternate work.
	3. Third infraction: administrative action may be taken
8. The use of the Internet will only occur during certain portions of this class. During the remainder of the semester, Internet use will not be allowed.

Infractions of the rules will result in one or more of the following, depending upon frequency and severity of the problem: loss of daily participation points, calls home, or referral to administration.

I am looking forward to a successful semester with your student. If you would like to view the full disclosure document, please visit my class website [www.tranter.weebly.com](http://www.tranter.weebly.com) or email me at matthew.tranter@jordandistric.org with any questions.

Mr. Matthew Tranter

----------------------------------------------------------Please sign and return this page only!-------------------------------------------------------------

**Digital Media 2— 2018-2019 School Year**

I have read and understand the disclosure statement for Digital Media.

Student Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: Date:

Parent Signature: Date: