

## Description:

High School AV Tech – In addition to developing the knowledge and skills needed for success in the Arts, Audio/Video Technology, and Communications Career Cluster®, students will also develop an understanding of the graphic design industry, with a focus on mastering content knowledge and technical skills.

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## Requirements:

### Notebook:

Students are required to create and maintain a notebook containing information from all handouts, notes taken during lectures, demonstrations, films, and written work. The notebook must be kept throughout the school year.

### Daily Grades:

Includes vocabulary and lesson information.

**11 Daily Grades per Nine-Week Period**

### Tests/Projects:

**3 Tests or Projects per Nine-Week Period**

### Participation:

Participation is required to make the class engaging and meaningful.

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## Grading Policy:

Each assignment has specific criteria. Students will receive full credit if all criteria are met. Students will be assigned ZAP for missing assignments, for being at risk of failing, or for not completing test corrections or retakes.

Please communicate any difficulties or emergencies with me as they arise.

Students may correct or redo all daily work and tests/projects until the end of the **three-week grading period (Progress Report)**. After this period, late work will not be accepted for that time frame.

Grades will be earned through physical work, daily grades, tests, quizzes, and event projects. Projects will be evaluated based on provided criteria, composition, effort, creativity, and technical quality.

A grade of **zero will be given for plagiarism**.

### Grading Scale:

- **100%–90% (A):** Excellent, outstanding effort, exceeds expectations – “WOW!!!”
- **89%–80% (B):** Strong work, very good
- **79%–70% (C):** Fair, adequate, looks finished
- **69%–50% (F):** Incomplete work

A final exam is required unless exempt according to school policy.

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## Attendance:

Absences and tardies interfere with your learning and success. **Be present and on time.**

If you are absent, it is **your responsibility** to find out what you missed and make it up ASAP.

Come in the morning or after school to get caught up.

## Tutorials:

Wednesdays and Thursdays, 4:10–4:45 p.m.

Use this time for questions, catching up on work, or extra photography/AV practice.

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## Miscellaneous:

- Use appropriate subject matter in all projects. **Drug-, alcohol-, gang-, violent-, or obscene-related images will not be tolerated.** These will be confiscated and turned in to the office with a referral.
  - To maintain a positive classroom environment, the following disciplinary actions may be taken in any order:
    - Conference with student and/or parent
    - Parent phone call
    - Lunch detention
    - ZAP
    - Referral to counselor or administration
  - Photography/AV/Graphic Design includes assignments outside the classroom, both on and off campus. Students must follow all school rules while completing assignments and stay on task. Failure to do so may result in the **loss of outside privileges.**
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## Classroom Rules:

- Be respectful to everyone.
  - You may talk quietly during work time.
  - You are responsible for your own work.
  - Come to class on time and ready to work.
  - Use laptops safely and responsibly.
  - Assignments are due on the due date. ZAP will be assigned for missing work.
  - Use class time wisely.
  - Follow directions the first time they are given. If you don't understand, ask for clarification.
  - **No cell phone use.** Phones must be turned off and stored in your backpack.
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## Class Procedures:

- Class begins the moment you walk through the door.

- Class ends only when I dismiss you—not when the bell rings. Do not line up at the door. Stay at your desk until released.
- Sharpen pencils **before class starts** or after discussions.
- **Bathroom Policy:**  
Use the restroom during passing periods or lunch. During class, only one student may go at a time **after instruction has ended**. Return within 3–4 minutes. **No cell phone use in the bathroom.**
- **Clean-up:**  
Before leaving class each day, clean your area, plug in your computer, and return any cameras or equipment to the shelves.

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## Parent/Guardian & Student Acknowledgment:

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Student \_\_\_\_\_ Date \_\_\_\_\_

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## Dear Parents/Guardians,

I am looking forward to a wonderful school year. Please try to have all supplies by the **second week of school** so we can stay on schedule with our class assignments.

My email is [jessicamccann@frankstonisd.net](mailto:jessicamccann@frankstonisd.net) — this is the best way to reach me. Please allow up to **24 hours** for a response.

Sincerely,  
Jessica McCann  
Photography Teacher

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## Supplies Needed:

- Three-subject spiral notebook
- Pens
- Pencils

## Band App for Classroom Communications

(Details will be shared in class.)

## Camera/Photo Contract

In Photography, Graphic Design, and AV classes, students will use school equipment. Digital cameras and supplies are available to complete assignments. Once a camera is checked out, the student is fully responsible for its care. If a camera is lost, stolen, or damaged, the student (or their guardian) will be responsible for replacing or repairing it. If your student has a personal DSLR or mirrorless camera they would prefer to use, it must first be approved by Mrs. McCann.



Your student may be photographed for class projects. Students will be required to complete photography assignments outside of class—some will occur after school. If your student is unable to attend after-school events, notify Mrs. McCann **as soon as possible** so alternate assignments can be arranged.

Please review this document with your student and sign below, confirming that the class expectations and conduct requirements have been discussed.

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### Camera Rules During Photography Work:

- Do not interrupt the game or event under any circumstance.
  - ALWAYS wear the camera strap around your neck or wrap it twice around your wrist.
  - Never leave the camera in a hot car or on the car floorboard.
  - Do not use flash during sporting events.
  - Treat the camera as carefully as your cell phone. Never leave it unattended.
  - If you are not using the camera, keep it in its bag.
  - When checking out a camera, sign the checkout book and get the teacher's initials when returning it.
  - Charge the battery after each use so it's ready for the next person.
  - No horseplay with the camera.
  - Upload your photos to your Google Drive **as soon as possible**—you are responsible for lost SD cards.
  - Keep the camera away from all liquids.
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### Student Agreement

I agree to follow all class rules and expectations, keep the classroom clean, return my camera in the condition in which it was checked out, respect my classmates, and complete all assigned photography projects.

#### Check one:

- ☐ I agree to all the above-mentioned items. My student may stay after school for at least one event each nine weeks.
- ☐ My student will not be able to attend one after-school event each nine weeks.

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

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

Date \_\_\_\_\_

