

About this class

Welcome to your Digital and Interactive Media class. This is a full year career and technology education course in which you will learn to work with text, graphics, audio, animation and video. The majority of your coursework will be done using the Adobe Creative Suite, though a few other pieces of software will come into play. In the first semester of this class, you will learn about digital citizenship, design, typography, desktop publishing and graphics. You will round out the first semester by creating a portfolio. In the second semester, you will move into audio, animation and film. The course is cumulative, meaning that that your skill sets will build from the first day of class, and those skills will be necessary throughout the year. It is important to note here that you may be photographed or filmed for work you will need to complete in the class. These photos or pieces of film will be necessary for your class work.

Grading

This class will be a different learning experience for you, as we do not use a textbook or be assigned traditional homework. If possible, your tests in this class will be administered online and be kept to a minimum. Your regular daily grades will be based on class participation. Should you miss a day of class, you will be provided an opportunity to make up the missed grade. Your other grades will be determined through completion of projects and tutorials. All of your assignments will be posted at msdunlap.org.

The Dallas ISD Grading Policy for high school classes is as follows

Task	Percentage of six weeks grade
Class work and homework	40%
Tests	25%
Projects and products	20%
Six week tests	15%

Due to the fact that this is somewhat of a non-traditional class, the following categories will be fulfilled with these specific types of assignments:

- Class work and homework: Daily class participation grades and demonstrations of learning
- Tests: Completed projects graded against a rubric
- Projects and products: Writing activities and completed tutorials
- Six weeks tests: Tests will be administered online during class time

About your instructor

My name is Heather Dunlap. I am an experienced teacher certified in multiple areas. I hold a Master of Education degree in technology curriculum and instruction and have been awarded the Texas Instruments/Dallas Education Foundation innovations in teaching Science, Technology, Engineering and Math award. I am also a Texas Instruments Teaching fellow. This will be my 18th year as a teacher, and I am excited to get started.

If you need to contact me outside of class time, please send me an email at hhinds@dallasisd.org. Please do not attempt to contact me through any social network until after you graduate.

Rules and Procedures

You will be expected to adhere to all school and District rules. Specifically, I expect that you will be dressed appropriately for school and wearing an ID badge every day. Additionally, please familiarize yourself with the rules and procedures in this classroom.

- Students will arrive on time
- Students will work on assignments only
- Students will behave in a respectful manner
- Students will refrain from eating or drinking in class
- Students will adhere to the Dallas ISD Acceptable Use Policy
- Students will adhere to the Dallas ISD Student Code of Conduct

Supplies

There is no required supply list for this class. As far as storage of your work, you should be able to do everything you need without purchasing supplies. I would recommend that each student have access to a USB flash drive, though it is not required. A flash drive would simply be useful in this and every other class.

The DISD Acceptable Use Policy

The full Dallas ISD Acceptable Use policy is available on my website, misshinds.org, and applies to every teacher, student, administrator, employee and volunteer in the Dallas ISD. It is 11 pages long, but the salient points are as follows:

- Users have no expectation of privacy while using DISD resources
- District technology resources are to be used for educational purposes only
- Should a user locate a security problem, he must notify a teacher or site administrator
- Users will not disable antivirus software
- Users will not install unauthorized software
- Users are not to misrepresent themselves while using District resources
- Users cannot disparage the District or post inappropriate material in social networking or blogging sites
- Users must not use "save password" functions
- Users will not log in as someone else, nor will they lend their login information to others
- Users will not disable or intentionally harm technology equipment
- Users will not access create or transfer obscene or objectionable material
- Users will not remove technology equipment from the building without proper permission
- Users will not annoy or harass others using District resources
- Users will not disclose the personal information of others
- Should a user access inappropriate material, he must report it to the Technical Assistance Center

Parents and guardians:

Please acknowledge here that you have read the information about this course. In order for your child to receive credit for this requirement, you should also provide contact information, either via email or phone on the same form. That form is here:

PARENT ACKNOWLEDGEMENT

On the following pages, you will find a standardized syllabus used school-wide. It is included for your review:

Heather Dunlap
hhinds@dallasisd.org
Course content and lessons at msdunlap.org

GRADING

ALL assignments will be designed to measure mastery of the material. The final grade in the class for each grading period will be determined in the following manner, as per the Dallas ISD grading policy [EIA (LOCAL)]:

Classwork/Homework: 40%
Tests: 25%
Projects: 20%
Six Weeks Test: 15%

You or your parents can check your grade at any time through the parent portal.

LATE WORK/MAKE UP WORK POLICY [EIA (REGULATION)]:

Students will be permitted to make up assignments and tests **without grade penalty** after an absence. Students will be given at least two school days for every day missed to complete the assignments or tests missed after an absence. Time to make up work will be provided for students during the school day.

Students must be given at least one opportunity to submit late work not related to an absence.

Because giving zeros is not best practice, verified parent contact must be made before a zero is given for missing work. Without documentation of parent contact, students will be permitted additional days beyond what is stated in policy to complete the make up work.

REASSESSMENT POLICY [EIA (REGULATION)]:

To ensure that test grades reflect content mastery, a student will be permitted to retake any major test that he or she has failed within five school days of the date the failing grade was received or no later

2018-2019 school year

than ten days of the date of the test. If the test is passed on the second attempt, the failing grade will be removed from the grade book, and the passing grade will be recorded. The grade given a student failing the test for the second time will be the higher score earned on either test. Retests will be allowed during the school day.

TUTORING

When assignments are not completed in class due to special circumstances, or when you need additional help, tutoring is available at the following times/locations:
Room 329 before school Tuesdays and Thursdays and after school by appointment.

SCHOOL-WIDE EXPECTATIONS

- Be on time. You must be in the room when the tardy bell rings.
 - Tardy policy: The classroom door will be closed and locked when the tardy bell rings. If you are not in the room, you will be required to report to the closest tardy station for a pass before you will be admitted to class.
- Be prepared. Engage in learning with appropriate materials.
- Be respectful of others and your environment. We are all expected to follow the classroom respect agreements. Respect should be visible in hallways and common areas.
- The teacher dismisses the class, not the bell.
- The classroom is a place for learning. As a result, food, and drink are not permitted. Electronic devices may be used for academic purposes only, with teacher permission.

DISCIPLINE POLICY FOR RULE VIOLATION

When classroom norms are violated, it is an expectation that the following should happen immediately and progressively for all Level I minor infractions that are non-emergencies:

1. Verbal Warning/Redirection
2. 2nd Verbal Warning/Verified Parent Contact (i.e. text, email, phone call, any method that ensures that the parents were notified). Submit Student Contact Update Form.
3. Minor Incident Report and teacher made consequence (i.e.assigned duties, teacher held detention, behavior reflection, or behavior contract, change in seating assignment, etc.), Parent Contact
4. Referral to Assistant Principal (AP)/Verified Parent Contact - Discipline will be enforced by the AP in accordance with the Dallas ISD Student Code of Conduct.
5. Rtl - Behavior that has not corrected after the following interventions will require students be monitored weekly on a behavior contract. Teacher who issued referral must serve on the Rtl team.

Tardies

Because student achievement is our top priority, it is important that all students arrive in a timely manner for class. The chart below shows steps that will be taken daily to provide support to students to ensure class begins on time and instruction is bell to bell.

Number of Tardies	Student	Teacher/Staff
1st Tardy	eCampus/Classroom Tardy Log	Submit in Powerschool
2nd Tardy	eCampus/Classroom Tardy Log	Submit in Powerschool

Digital Media**Heather Dunlap**

3rd Tardy	eCampus/Classroom Tardy Log	Submit in Powerschool/Contact Parents
4th Tardy	e-campus/Classroom Tardy Log Teacher/Student Conference - Upon the 4th cumulative tardy	Submit in Powerschool/Contact Parents
5th Tardy	Lunch Detention	Submit in Powerschool
6th Tardy	After School Detention - Homework Club	Submit in Powerschool (Ms. De la Fuente Notifies Home/Parents of After School Detention)
7th Tardy	Failure to Comply Referral	Administration
8th Tardy	Rtl Meeting - (e.g. Behavior contract, escort to class/parent observation, http://www.pbisworld.com/tier-1/interventions-by-behavior/tardiness/)	Submit in Powerschool,

**** Tardy count starts over each 6 weeks marking period. ****