**Digital Design 1**

This year we will be learning about cameras, how to use them properly. We will also be learning Adobe Photoshop and how to use the program to digitally edit photographs and turn their pictures in to art.

This year digital design 1 will have an EOC(End of Course Exam). It is very important that every attempt to be in class is made and that all classwork and homework is made up when you are absent.

As with any area especially digital design and its many applications we must have rules and procedures. I want you to be aware of them so you know how my class is run.

**Class Rules**

* Be Prompt – On time to class and clean up in a timely manner.
* Be Prepared- come to class with all your supplies including paper, pencil, and agenda
* Be Positive-Keep your attitude to yourself. Come to class ready to learn something new every day. Knowing you can and will. No negative Nellies. You are here for a reason. Act like it!
* Be Productive-Do something every day. Whether it taking notes, working in groups, working on independent projects. Whatever it is that you are assigned, just do it. You will be glad you did and you might even learn something.
* Be Polite-Use manners. Please, thank you, excuse me, I'm sorry; you get the idea.

**Procedures**

We use procedures to help our classroom run more smoothly.

* ***Entering the classroom:***
  + Go straight to your assigned seats unless otherwise told.
  + Any notes from home or forms go in the blue basket by my office door.
  + Be ready to start when the tardy bell rings.
* ***Tardy:***
  + School policy
    - 1st - Warning
    - 2nd - Call Home/ note home to be signed
    - 3rd – note home again
    - 4th - Lunch Detention
    - You get a fresh start every nine weeks!
  + If you are 5 minutes or more late without a pass you are considered skipping class.
  + You must have a pass with the right time and date to have it not count as a tardy.
* ***Bathroom:***
  + Let me know and go before class for bathroom or water.
  + You are allowed 3 bathroom passes a nine weeks. If you don't use those, 10 extra credit points at the end of the nine weeks. Unless there is a medical condition with a note documenting it.
* ***Water:***
  + No water during class unless you have the hiccups or are coughing very bad. That is my call.
* ***Pencil Sharper:***
  + You may sharpen your pencil any time we are not having a class discussion or I am giving directions.
* ***I'm done now what? :***
  + CHECK YOUR WORK!!!!
  + Help other students having trouble
  + Work on extra credit work or study for EOC
* ***Transition times:***

When we are moving from the desks to the computers or from desks to cameras, this is called transition time.

* + All books, book bags, purses, paper, and pencils stay at the tables
  + Move quickly and with little talking and wait for instructions.
  + Follow the same thing going back to your seat.
* ***While you work***:
  + You need to keep all conversations to about the topic.
  + This is not social time.
  + If you are talking you are not giving your all to your work. Be Productive
  + I am not arguing about this. If you think you can work and talk that is fine but not in this class. It might not bother you but it might be a distraction to others. Be polite.
* ***Leaving the classroom***
  + I dismiss you NOT the bell!
  + Make sure your area is clean and all materials are put up. i.e. flash drives in the class box.
    - If you do not put up your flash drive or the memory card for the cameras
      * 1- warning
      * 2- Call home
      * 3- Note home and call
      * 4- There will be a paper due on the importance of responsibility.
  + When you are dismissed push in your chairs and leave without pushing and shoving.

**Supplies**

* **USB Flash Drive** – 8 gb- This flash drive is to stay in this class and is not to leave until the end of school. This way the students have a complete portfolio of their work. This is another one in addition to the one the school requires.
* **$10 lab fee** – This is to help offset the cost of paper and ink for printing.
* **Access to a digital camera for homework**. It can be a cell phone camera or an iPod. Homework will be emailed to [drmsphotoclass@gmail.com](mailto:drmsphotoclass@gmail.com) .

If you should have any questions or need to get in touch with me you can call 419-3088 or email me at [Kathryn.mcdaniel@polk-fl.net](mailto:Kathryn.mcdaniel@polk-fl.net). Also this year I will be doing remind 101 that information is in the packet. I am asking all parents and students sign up for this app .

Thank you for your time and I look forward to a great year.

Kathryn McDaniel

I have read and understand what is expected of me in Mrs. McDaniel’s Digital Design class. I know if I have a question or a problem Mrs. McDaniel is there to help me.

Print student name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand what is expected of my student in Mrs. McDaniel’s Digital Design class.

Parent’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent’s phone number and e-mail