



Audio-Visual Technology & Film Expectations & Procedures

Mrs. Pacchioli

Room 604

When you arrive to class...

- Have all of your materials ready and be ready to work!
- Attendance will be taken promptly at the beginning of class.
- Please use the restroom ahead of time!
- Place your cell phones in the Cell Phone station at the front of the classroom. There will be two surge protectors for you to utilize during the time in class to charge your device. (Please review the “Cell Phone” contract for further cell phone use expectations.)

If you are tardy to class...

- If you are tardy, you must get a tardy pass or have an excuse in hand.
- Turn in any homework in the bucket, if necessary.
- Begin the day’s assignment without disrupting the classroom environment.

When you are Absent

- Ask me for any missing assignments at the end of class. This is your responsibility! Please check Google Classroom ahead of time for any assignments that may have been posted in your absence. • If you have any questions about the assignment, you may ask me at the end of the block for any clarification.
- A majority of our assignments/projects in class will require you to work with a partner or a small group. It is very, very important that you communicate with them!
- Complete any missing assignment(s) and turn them in as soon as possible. • In the case you are absent for a test or quiz, you are responsible for letting me know at the beginning of class when you return.

If you need to get my attention...

- Please raise your hand. I will call on you as soon as I can. Please don’t shout out or talk over me if I am speaking.

Moving Around the Room

- Whenever I am teaching, please remain in your seat. If you feel like you are unable to focus while seated, you may move to another location in the room (either at the back of the room or on the side) as long as you are not disturbing the rest of the class. • You may not move around during a quiz or test.

If you need to leave the room during class...

- Once class has begun, you may NOT leave the room during the first 15 minutes or last 15 minutes of class.
- You may leave the classroom during work time or only in the case of an emergency. I will be sure to give you a five minute break in the middle of class.
- You must ask permission to leave the room, unless the office has called you.
- You must have a pass to move through the hallways.

If you are done with assignments early...

- Please keep your assignment with you until it is time to pass it in or you are instructed to do so before. • If you have free time, **use it wisely**. Please don't sit on your phone or listen to music. Take some time to work on something.

When you are turning in assignments...

- ALWAYS check your work before handing it in! (I will count off points for simple grammar and spelling mistakes!)
- Be sure your name is on all of your assignments. If you are working in a group, make sure ALL names are on the assignment.

Class Dismissal

- The teacher dismisses you, **NOTHING ELSE. NOT EVEN THE BELL OR THE TIME.**
- The teacher will announce 5 minutes before class ends to allow you to begin wrapping up what you are working on. In those 5 minutes, you will pass your classwork in, unless told to do otherwise.
- Do not get rowdy, or begin talking to your classmates, or line up. This is your time to clean up and put materials back in their proper place. I will announce when you can pack your things and prepare for your next class. **DO NOT** begin packing up before I tell you to do so.
- Wait until I officially dismiss you with a "Have a nice day!" Then, you can calmly leave

the classroom.

Grading Policies

- It is important that you complete your work on time! This course relies heavily on learning skills that build on each other, so it is important that you stay focused and complete your work when it is due!
- If you do turn in your work late, please note that I will deduct points each day that the assignment is late.