**Dear Parents and Students**,

 Welcome to a new semester of Multi Media. My name is Jim Shaw and I am excited to teach Sophomore Business classes here at Edsel Ford! I have a Bachelor’s Degree in Business Administration and Mass Media communications from Adrian College. I also have Masters of Arts and Ed. Specialist degrees in Teaching from Wayne State. A. My energy, teaching experience, and quality lessons are only one half of the equation which is completed by student effort and motivation. I work very hard and I expect hard work in return. Beyond teacher /student work ethic, we will also strive to create a respectful classroom community.

 The rules for Business classes are on my blog (https://iblog.dearbornschools.org/members/shawj1/), and they include classroom and blog expectations, necessary supplies, absence procedures, and a late work policy*.* I encourage parents to subscribe as well. **Students who are ABSENT are expected to keep up to date and have necessary materials and assignments when they return to class**. The days of “I was absent yesterday; what did we do?” are a thing of the past as students embrace technology for educational as well as social issues.

 Parents and students, please subscribe to my blog, view the classroom policies, then sign this sheet and have your student bring it to class by Friday. Extra credit will be given to those students who submit it by Thursday.

**\*\*Our signatures below indicate that we have read, understand, and agree to abide by the policies and guidelines described in the rules as well as the expectations for Mrs. Kraft’s blog.**

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

Neatly print your first and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rules for Multi Media – Shaw

1. Bring the necessary supplies to class daily: **one notebook** (80 pages minimum, wide ruled), **one folder** with pockets, prongs, and **wide ruled loose leaf** (**blue or black ink pens**,
2. Be prompt and prepared. Make up all work due to absence in a timely fashion. ***Absent students are required to check the blog at home***, c Get notes from a classmate immediately. If the absence occurs on a test day, be prepared to make up the test upon return. Make every effort to be here on test days!
3. Food and drink are to be consumed outside the classroom.
4. ***Set all electronics to mute during class***. Violations will result in the item being taken. If a student refuses to give up the electronic device, a referral will be written. This is not a charging station. It is a RED ZONE.
5. In order to prepare for the business world and foster respect, students should ***not wear hoods or hats in class.***
6. Do not abuse hall passes.
7. Academic honesty is required. A student who chooses to violate this will receive both a zero on the assignment and a write up.
8. ***Text Books – We have a class set!***
9. **Blog -** All students should register on my blog which can be accessed through the Edsel Ford website **or** by going tohttps://iblog.dearbornschools.org/members/shawj1/ Students are required to print out directions, worksheets, weekly articles, and review sheets from the blog***. Students are to check the blog for announcements, assignments, and extra credit opportunities.***  ***This ESPECIALLY includes any school day a student is not in attendance!***
10. Grading policy: Summative – 80% (quizzes, tests, formal writing- includes Writer’s Notebook )

 Formative – 20% (vocabulary lessons, class work, homework)