



Dear Parent/Guardian:

Your child is enrolled in the Communications Technology course at St. Joan of Arc this semester. As part of the Communications Technology program, students will be allowed to move freely in and around the building at St. Joan of Arc during class time in order to shoot video or still images for projects or assignments. This means that, during these times, students may no longer be under the direct supervision of their teacher. Students will be given specific direction on locations that they may produce their media recorded events. Students will be provided with guidelines to ensure they exercise proper behaviour during these times. Students are also informed that at no point during class time are they permitted to leave school property. Leaving the classroom is an important part of the Communications Technology program, as it allows student's to use the fundamental skills that they have learned in class and apply them within a greater environment. Separate permission request forms will always be sent where any activity will happen off school property; such as field trips, excursions, or retreats.

The safety of the class depends, in part, upon the responsibility and integrity of every student. Students taking the Communications Technology course must also required to review the classroom policies with their parent/guardian. Breaking school rules or safety protocols during class time may result in increased risk of personal harm to the student, others, or school equipment. Breaking these rules and protocols will result in immediate disciplinary action and/or further consequences. For serious infractions, students may be sent to the office to meet with a Vice Principal for further action. Such infractions are treated seriously; because the risks and consequences can be serious, not only for the individual(s), but also for the group as a whole.

If you are concerned about any aspect of this specific policy or other classroom policies, as outlined in the Code of Conduct, please do not hesitate to contact me so that we can try to resolve concerns and enable all our students to participate as fully as possible.

Thank you for your co-operation.

Mr. C. Plommer, OCT  
Communications Technology Teacher

Code of Conduct

<ul style="list-style-type: none"><li>• Be on Time with Proper Uniform - arrive and be seated prior to the second bell. Proper uniform is required at all times. Additional clothing, that is not part of the uniform, is not welcome.</li></ul>	<ul style="list-style-type: none"><li>• No Food or Drink - this includes water and gum. These items are hazardous to the electronics in the classroom and studio area that could jeopardize health and safety of self and others.</li></ul>
<ul style="list-style-type: none"><li>• PEDs/Cell Phones are not required for this class - see SJA Student Agenda for further clarification on the board wide policy of PEDs/Cell Phones. Students creating projects with sound must have proper ear/headphones so they do not disturb others.</li></ul>	<ul style="list-style-type: none"><li>• Keep Backpacks/Valuables in Your Locker or at the Front of the Class – due to security issues, it is advised that students leave their backpacks in their locker. The teacher/school is not responsible for any items damaged or missing if brought to the class.</li></ul>
<ul style="list-style-type: none"><li>• No Gaming, Electronic Social Networking, or Youtube (unless class related) - students using the computers/printers for purposes other than Comm Tech related work, during class time, may have their computer accounts suspended.</li></ul>	<ul style="list-style-type: none"><li>• Misuse of Facilities - the equipment/software in Comm Tech is for the exclusive use to Comm Tech projects/assignments. Students are not permitted to use the equipment for other assignments for other courses or personal use.</li></ul>
<ul style="list-style-type: none"><li>• Respect Your Own and Other's Life Space - Respect each other's cultures, genders, disabilities, and personalities. No foul language, or other remarks/gestures by any motivation will be accepted.</li></ul>	<ul style="list-style-type: none"><li>• On occasion students might be out of class to collect images or shoot video assignments. Failure to stay on task will result in student being restricted to class only for future work.</li></ul>
<ul style="list-style-type: none"><li>• Students are expected in treat the equipment with respect and not let others outside of our class use at any time. Students will report any damages or broken equipment to the teacher.</li></ul>	<ul style="list-style-type: none"><li>• Other Class Assignments/Homework - students are also asked not to complete other course's work in class; this includes studying for tests or homework. Use Comm Tech class time productively.</li></ul>
<ul style="list-style-type: none"><li>• All media recorded during class time must only be used for course projects and/or school use, and should not be posted publicly. They need to be mindful of the rights of others.</li></ul>	<ul style="list-style-type: none"><li>• Students are expected to create projects that are appropriate to the moral tone of a Catholic School Environment. In addition, these projects must be created on SJA School property.</li></ul>

Yes	No	PLEASE RETURN COMPLETED FORM TO THE TEACHER – Thank You
		I give permission for my child to participate in filming for assigned projects that might not be under the direct supervision of the Communications Technology during the semester.
		I have reviewed the Code of Conduct with my child and we understand the policies and procedures of the Comm Tech class at St. Joan of Arc.

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Course Code: \_\_\_\_\_