

Dear Students and Families,

Welcome to Mendocino High School's Music Production class! I'm excited about the opportunity to get to know you, and I'm looking forward to a happy and productive school year.

About the class:

During the course of the year students will explore basic and advanced concepts of recording music live and on a computer. Students will also be introduced to the fundamentals of music theory, vocal/instrument performance, and music appreciation.

About the Media Lab:

The Mendocino High School Multimedia Arts Program aka the "Media Lab" is a one of a kind educational experience our small school has to offer. With our main focus oriented around our fully functional and **legal** FM powered radio station **KAKX 89.3**. We provide students the equipment needed to learn and directly apply the fundamentals of audio, radio, and video technology. Students who take this class will be responsible for the overall function of the radio station, in addition documenting campus events through video and sound recording.

Students will be expected to participate in activities outside of regular class hours.

Lab hours:

- Monday/Tuesday/Thursday: 8:15AM-6:00PM
- Wednesday/Friday: 8:15AM-4:00PM
- After school open lab: Tuesday's and Thursday's 3:30PM-6:00PM
- Lab can be open during lunch by appointment only
- Lab can be utilized during advisory by appointment only

Some curriculum areas we will focus on this year include:

- See attached unit outline

As a technology driven, hands-on course it is crucial that students attend all classes. Skills are built over the year from the ground up.

- It will be the student's responsibility to catch up on work after an absence.
 - As stated in the Student Handbook, if a student has more than 5 unexcused absences the teacher could issue a failing grade.
- Students will be allowed live on-the-air and have the ability to check-out equipment in the lab when they have demonstrated the maturity and professionalism to do so.
- Students will be expected to participate in 10 hours per semester of media activities outside of regular class hours. Each hour after the first 10 will count as either community service or extra credit towards their final class grade.

Students are expected to bring the following supplies to every class session:

- Pen/Pencil
- Class issued notebook
- Class issued folder

My grading policy is:

- 40% Class Projects
 - Rubric specific for each project
- 30% Professional Citizenship – 10 points offered per day
 - Self-Control (Cell phone/device use)
 - Effective interactive communication
 - Refraining from foul or negative language
 - Time Management (Bathroom use, working on a project until class is over)
 - Participation in after school productions and events
- 20% Tests, Quizzes, Homework, Notebook.
- 10% Musical Performance (Per Semester)

In addition to the everywhere all the time school-wide expectations, below are the expectations for all Media Lab students:

| Be Safe | Be Respectful | Be Responsible |
|--|---|---|
| <ul style="list-style-type: none"> ● Use language in accordance to school and FCC guidelines ● Walk a professional pace in the lab ● Lift objects using taught methods ● Use lab equipment and tools that you are instructed to use | <ul style="list-style-type: none"> ● Use language in accordance to school and FCC guidelines ● Use a quiet voice ● Keep food and drink outside of the lab ● Treat lab equipment and tools with care ● Use of personal computers only when instructed by the teacher | <ul style="list-style-type: none"> ● Use language in accordance to school and FCC guidelines ● Complete work completely and accurately ● Be on time for class ● Hold yourself to a high standard ● Communicate with the teacher ● Help keep teacher accountable for timeliness and consistency ● Come to class prepared |

Once again, welcome to the Mendocino High School's Music Production class.
Let's work together to make this the best year ever!

Sincerely,

Marshall Brown
General Manager/Teacher
KAKX 89.3FM/MHS Media Lab
"Live by Learning, Learn by Doing."