



# Journey Middle School

217 Celtic Drive, Madison, Alabama 35758

## Digital Publishing Tools

Judy Bagwell

<b>Teacher Contact Information</b>	Email: jfbagwell@madisoncity.k12.al.us Classroom Phone: (256) 774-4695
<b>Classroom Digital Platforms</b>	Webpage Link: <a href="https://www.madisoncity.k12.al.us/Domain/2824">https://www.madisoncity.k12.al.us/Domain/2824</a>  Schoology Link: madisoncity.schoology.com/home  Distribution List: PowerSchool will be used for parent contact, including class updates and announcements. Please ensure with the JMS Front Office that your preferred email address and/or phone number is in PowerSchool correctly.
<b>Textbook Information</b>	There is no traditional textbook for this course. Instead, we will be using several online resources as our "textbook." These include Typing websites, Clever, Google Drive, Canva, and our class page on Schoology.  Please ensure your student brings their MCS Chromebook charged and ready for class each day.
<b>Course Description</b>	The purpose of this nine-week course is to teach students the fundamental concepts of word processing, spreadsheets, and presentation software through a variety of software applications. The students will explore basic design concepts that will be utilized when creating a personalized digital portfolio that showcases their academic work. Students will increase their computer competency and keyboarding skills for composing and creatively expressing ideas digitally. Digital citizenship concepts and skills will be taught throughout the class.
<b>Course Objectives</b>	<ul style="list-style-type: none"><li>● Touch typing: Emphasizing speed and accuracy with proper form (40 wpm is a great benchmark).</li><li>● Document creation: Covering key tools like documents, spreadsheets, and presentations ensures students are versatile.</li><li>● Digital responsibility: Teaching responsible use of technology and digital identity management is essential in today's world.</li></ul>

	<ul style="list-style-type: none"> <li>• Website/portfolio creation: Providing hands-on experience in creating a shareable website is practical and useful for students' futures.</li> <li>• Research strategies: Teaching effective research techniques will support students in their intellectual and creative growth.</li> </ul>
<p><b>Course Outline</b></p>	<p>Unit 1: Touch Typing  Unit 2: Principles of Design/Digital Portfolio Part 1  Unit 3: Google Suite  Unit 4: Google Suite  Unit 5: Microsoft Word and Excel  Unit 6: Canva  Unit 7: PowerPoint  Unit 8: Slides Activities &amp; Presentation  Unit 9: Portfolio Part 2</p> <p><i>*This is subject to change.</i></p>
<p><b>Classroom Expectations</b></p>	<ul style="list-style-type: none"> <li>• Be seated and start on your bell work immediately when the tardy bell rings—don't wait to be told.</li> <li>• Come prepared with a writing utensil and a fully charged school-issued Chromebook.</li> <li>• Turn off and put away your cell phone as soon as you enter the classroom.</li> <li>• Respect others' property. If it doesn't belong to you, do not touch it. Keep your hands, feet, and objects to yourself.</li> <li>• Behave in a way that supports learning for everyone.</li> <li>• Stay focused—do not visit gaming, video, or other non-educational websites during class.</li> </ul>
<p><b>Progressive Discipline (JMS Policy)</b></p>	<p><b>All progressive discipline will correspond with the Madison City Schools Code of Conduct regarding Class I and II offenses. Class III offenses are a direct office referral.</b></p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Conference with student with parent notification</li> <li>• Parent Contact</li> <li>• Detention</li> <li>• Referral to administration for repeat Class I violations and initial Class II and III offenses---Consequences determined to be reasonable and appropriate by the school administration.</li> </ul>
<p><b>Cell Phone Procedures</b></p>	<p>Cell phones and earbuds/headphones will not be allowed in Mrs. Bagwell's classroom. Phones and earbuds/headphones will be put away in their</p>

	backpack or the class charging station for the entire class block. It will remain there on silent mode until students are in the hall for class change. In secondary schools, students will have access to their phones and earbuds/headphones outside of classroom instruction time, such as between classes and during lunch, but devices should be put away when students are in the lunch serving line. Failure to follow these procedures will result in a disciplinary referral to the office.
<b>Grading Policy (MCS Policy)</b>	<b>Middle School</b> <b>60%</b> = Assessments (Tests, Projects) <b>40%</b> = Daily Grades (Quizzes, Classwork, and Participation)
<b>Late Work Policy</b>	Students present in class on the day of instruction are expected to turn in all in-class and out-of-class assignments on time.  A zero will be recorded in PowerSchool for all missing assignments. Work submitted without a name will be placed in the no-name bin. If it is not claimed by the end of the class block the following day, it will be considered missing and will follow the late work policy outlined above. Incomplete projects turned in on the due date will be graded as is upon submission.
<b>Make-up Work/Test Policy</b>	Students are permitted to make up work, tests, and other assignments, activities, etc., <b>when absences are excused</b> . Under normal circumstances, students are expected to submit previously assigned work upon return to school after an excused absence. All work missed on the day(s) of excused absence(s) <b>must be made up within three school days after returning to school</b> . It is the responsibility of the student to ensure he or she makes up work following excused absences.  <a href="#"><i>Madison City Code of Conduct</i></a>
<b>Technology</b>	Student laptops should not be hard-wired to the network or have print capabilities. Discs, flash drives, jump drives, or other USB devices are not allowed on Madison City computers. Neither the teacher nor the school is responsible for broken, stolen, or lost laptops. Only school-issued laptops are allowed in Mrs. Bagwell's class. No personal electronics or phones are allowed. Students are expected to bring their charged school-issued Chromebooks to class each day.
<b>Cheating/Plagiarism</b>	A student who cheats will not receive credit for the work in question. If any other student has cooperated in cheating, that student is also considered

	<p>to have cheated and will not receive credit. Cheating students will also be subject to the consequences in the disciplinary consequences in Section XXII of this CSC. Cheating is defined to include, but is not limited to:</p> <p>(a) copying someone else's work in or out of class and identifying and submitting it as your own</p> <p>(b) failing to quote and/or list appropriate citations for material derived from published sources (including the Internet) and identifying and submitting it as your own</p> <p>(c) the use of unauthorized notes, other materials, or assistance during the accomplishment of graded work in or out of class</p> <p>(d) any other situation in which the student attempts to or accepts credit for work not his or her own.</p>
<p><b>Materials &amp; Supplies</b></p>	<ul style="list-style-type: none"> <li>● Pencil and Notebook Paper</li> <li>● School Issued Chromebook</li> <li>● School Issued Planner</li> </ul> <p>*Bring your school-issued planner &amp; computer daily.</p> <p>Wish List: Tissue</p>
<p><b>Homework</b></p>	<p>Homework will rarely be assigned as students will have ample class time to finish their work. However, if a student doesn't use their class time effectively, the unfinished work will then become homework.</p>
<p><b>Parent &amp; Student Acknowledgment Form</b></p>	<p>Please click <a href="#">here</a> to sign the digital acknowledgment form.</p>