



Journey Middle School

217 Celtic Drive, Madison, Alabama 35758

Digital Publishing Tools, 6th, 7th, and 8th Grade Ms. Redding

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| Teacher Contact Information | <p>Email: lrredding@madisoncity.k12.al.us Classroom Phone: 256-774-4695 ext.</p> |
| Classroom Digital Platforms | <p>Webpage Link: Schoology Link: https://madisoncity.schoology.com/course/7360361964/materials A Block: Digital Publishing Tools B Block: French B C Block: Planning D Block: French A E Block: French 1 Distribution List Link:</p> |
| Textbook Information | <p>All handouts will be provided by the teacher throughout the course.</p> |
| Course Description and Objectives | <p>Students will learn the fundamental concepts of word processing, spreadsheets, and presentation software through a variety of software applications. Students will learn 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.</p> |
| Course Outline | <p>Unit 1: Introduction to DLT Unit 2: What is digital citizenship? Unit 3: C.R.A.P. Principals Unit 4: C.R.A.P. Principals / Logo design Unit 5: Foundations of Google Docs Unit 6: How the internet works / internet safety Unit 7: Foundations of Google Slides Unit 8: Portfolio project</p> <p><i>*This is subject to change.</i></p> |
| Classroom Expectations | <ul style="list-style-type: none"> ➤ Be on time and in class daily. ➤ Be prepared with a charged Chromebook and other supplies. ➤ Be alert and <u>active</u> in class activities. ➤ <u>Listen quietly and respectfully</u> when others are talking or during instruction. ➤ Respect your surroundings, classmates, and teacher. Keep your hands to yourself! ➤ Be open to trying new things and stepping outside of your comfort zone. We all make mistakes - me too! Focus on what you can do instead of what you cannot do.. ➤ Obey all rules and policies stated in the MCS Code of Conduct. |
| Progressive Discipline (JMS Policy) | <p>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.</p> <ul style="list-style-type: none"> ● Warning ● Conference with student with parent notification |

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| | <ul style="list-style-type: none"> • Parent Contact • Detention • 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. |
| Cell Phone Procedures | Cell phones and earbuds/headphones will not be allowed to be used during classroom instruction time. Phones and earbuds/headphones will be put away in a location designated by the teacher and placed in silent mode. 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. |
| Grading Policy (MCS Policy) | 60% = Assessments (Tests, Essays, Projects) 40% = Daily Grades (Quizzes, Homework, Classwork, and Participation) |
| Late Work Policy | Students present in class on the day of instruction are expected to turn in all in-class and out-of-class assignments on time. |
| Make-up Work/Test Policy | The Student handbook policy for late work will be followed. If students have an unexcused absence a 0 will be assigned for missed assignments. If students have an excused absence, they will have a minimum of 3 days and a maximum of 1 week to complete missed assignments. Time extensions may be determined on a case by case basis for the level of difficulty of the assignment. |
| Technology | 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. Laptops and other electronic devices will be used at the teacher's individual discretion. |
| Cheating/Plagiarism | <p>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 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> |
| Materials & Supplies | It is highly recommended that daily, each student have a personal set of earbuds OR headphones in a protective case in their backpack for in class use. |
| Homework | Students are not expected to have any homework in this class, as they will have time during class to work on their projects. However, they may continue to work at home if they wish, but this will not be required. |
| Parent & Student Acknowledgment Form | https://docs.google.com/forms/d/1RX787EzOfzDUSNaOvBbVwJO_GExiINADbBokwJVrWKk/edit |