

Patriot Publications Syllabus (Journalism/Yearbook)

Policies and Procedures Mrs. Pickering

Welcome to Patriot Publications! I am excited to be teaching this course! Patriot Publications is a semester long course and is dedicated to the craft of writing, photographing and documenting life here at Jefferson Middle School! During the semester, students will be working on assignments that need to be completed on time. Many things we will be working on will have time sensitive deadlines! This course requires a student to be responsible and self-motivated with a passion for writing! Many journalism assignments will be completed on line using a program called Black Board. I will teach students how to use this program and any other programs we may use during the semester.

Materials/Supplies There is not a textbook for this class since all resources are located on the website. There are handouts that go along with the course and will need to be stapled or glued into a notebook. Your student will need the following materials each day for this 10 week course:

- **Student Planner- the school provides one**
- **Composition notebook (no spirals please)**
- **Pencils, checking pens**

It is imperative to your student's success that he or she comes prepared to class everyday with the necessary materials. Please make sure your student has the necessary supplies as soon as possible. Being unprepared will result in the loss of passing time and possible lunch detentions.

Remind 101: Due to the unique nature of this course, I am asking that all students and parents sign up for reminders. The paper is attached to this syllabus with directions. It is very simple and will come to your phone as a text message. This system will be used to remind students of journalism deadlines, yearbook deadlines, outside events that need to be documented or general reminders to share photos for the yearbook or other assignments. At the conclusion of the semester, you would no longer receive these messages.

Press Passes: Press passes allows your student to go "on assignment" These passes will be used during class, lunch time and during T2R. Groups will share this responsibility and will be rotated during the semester. Having a press pass is a privilege and not a right! If a student abuses this privilege (off-task activity, disrupting classes, etc.) the privilege will be removed.

Absent Work: This course will utilize Blackboard and students are able to complete work at home if they fall behind or when they are absent. However, if a student is unsure of what they missed, it is his/her responsibility to find out what he/she missed while they were absent. There is an assignment file/crate which contains extra handouts for each day. Students are to do this as soon as they return. If

your student has additional questions regarding the assignment they are to see me before or after instructional time. Make-up work will be accepted according to the time frame in the student handbook.

Grades/Assessments:

Plagiarism and Cheating: Plagiarism or any form of cheating will not be tolerated. I will be using a program called Safe Assign which is a plagiarism checker in Black Board. This program not only flags an assignment, but will provide the original source. If a student's assignment is flagged for plagiarism, the assignment will receive a zero. On a second offense, a student will receive a zero again and a referral (write up) will be sent to the office. It is important to maintain the highest integrity, especially in a class that is reporting news and creating original pieces of writing.

Grading Scale:

A: 100%-93%	C+: 79%-78%	D-: 62%-60%
A-: 92%-90%	C: 77%-73%	F: 59% and below
B+: 89%-88%	C-: 72%-70%	
B: 87%-83%	D+: 69%-68%	
B-: 82%-80%	D: 67%-63%	

Extra Credit: Extra credit may be given during the semester. Further instructions will be given if extra credit is offered. Only students who have completed **all** assignments for the card marking will be able to complete and receive credit for these activities. Extra credit is not accepted late!

Bathroom/Passes: Your student will have 3 emergency passes per marking period. Students are to ask the teacher for permission and fill out a pass completely. Also before a student leaves they are to leave fill out the pass log and sign back in when they return. Students are to make sure they use passing time appropriately to get their belongings from their locker and use the restroom.

Contact Information/Power School: If you have questions feel free to contact me at hpickering@scslakeview-k12.com. During the quarter, you will also receive emails about due dates or other important information during the course. Please make sure your Power School account has your current email address.

If you have not done so, sign up for Parent Portal through Power School. This is a useful tool that can help your remain on top of your student's grades and attendance and help your student be successful here at JMS. Contact the office for more information.

JMS Positive Behavior System/STARR: The expectation in my class is that all students are following our code of conduct and guidelines set forth by our Positive Behavior System. We believe in promoting Safety, Tolerance, Achievement, Respect and Responsibility. Students will be awarded STARR bucks for demonstrating behaviors that promote safety, tolerance, achievement, respect and responsibility. These can be turned in to the cafeteria for drawings for prizes.

I look forward to being your student's teacher this semester at Jefferson Middle School! I hope it is a wonderful experience for you and your student! Please sign this form and return it with your student back to school. Thank you!

Sincerely,

Mrs. Pickering

Please take some time to sign this form and **sign up for Remind**.

Student Name: _____

Parent/Guardian(s) Name and relationship to student:

Parent/Guardian(s) Email: _____

I have read and understand the policies and procedures in my student's Patriot Publications syllabus.

Parent/Guardian(s) Signature: _____

Please have your student return this sheet to me by Friday _____