

# Justice Myron E. Leavitt Middle School



## School-Wide Rules

1. Students will be prepared and ready for instruction daily.
2. Keep food and drink in the cafeteria.
3. Keep hands, feet, objects, and unkind words to yourself.
4. Hats, mp3 players, cell phones that are on during school, and other nuisance items will be confiscated and only returned to a parent and/or guardian.
5. No gum on campus.
6. Place all litter in trashcans.
7. Show respect for yourself, others, and school property.

## Follow the Five "T's"

Respect for yourself and others require personal space. **NO TOUCHING!**

Justice requires that you "Do unto others as you would have others do unto you." **NO THREATENING!**

Integrity means truth - speaking what is right, positive, and productive, and speaking only when appropriate. **NO TALKING!**

Responsibility starts with punctuality at school, at home, and on the job. Punctuality shows respect for the entire school. **NO TARDIES!**

Have the courage to attend school at all times, regardless of outside pressures that might interfere. **NO TRUANCY!**

## Course Expectations Mrs. Palmer 7<sup>th</sup> /8<sup>th</sup> Grade Publications and Yearbook

### BEHAVIOR- Progressive Discipline

- 1st Incident – Verbal warning
- 2nd Incident – Parent Contact
- 3rd Incident – In-class consequence
- 4th Incident – Counselor referral
- 5th Incident – Deans' referral

### TARDY POLICY- Progressive Steps

- 1st Tardy – Warning & Parent Phone Contact
- 2nd Tardy – Warning & Parent Phone Contact
- 3<sup>rd</sup> Tardy – After school detention
- 4th Tardy – After school detention
- 5th Tardy – In-House Suspension (IHS)
- 6<sup>th</sup> Tardy – Required Parent Conference – RPC/Tardy Contract
- 7<sup>th</sup> Tardy – IHS/ meet with principal

Student's Name:

Student ID Number:

### Student:

- I have read and understand the school rules listed above.
- I have read and understand the progressive discipline steps for inappropriate behavior and tardies.
- I have read and understand the course expectations provided for this course.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### Parent/Guardian:

- I have read and understand the school rules pertaining to my child.
- I have read and understand the progressive discipline steps for inappropriate behavior and tardies.
- I have read and understand what is expected of my child in this course.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Course Description:**

This one-year course is an introduction to journalism and layout design. Concepts of journalism are applied through publication of the school newspaper and yearbook. Instructional practices incorporate integration of diversity awareness including appreciation of all cultures and their important contributions to society. The appropriate use of technology and digital media are integral parts of this course. This is an elective course for seventh and eighth-grade students.

**Course Goals:** To produce the monthly Patriot Press and create the Leavitt Middle School yearbook.

1. To apply knowledge of content-specific vocabulary in text to build comprehension. [L.7.6 & L.8.6]
2. To read a variety of literary and expository texts as models for writing. [RL 7.10; RI.7.10 & RL.8.10; RI.8.10]
3. To apply the five stages of the writing process: prewriting, drafting, revising, editing, and publishing. [W7.4-6 & W.8.4-6]
4. To write accurate, unbiased news stories. [W.7.2, 4-8 & W.8.2, 4-8]
5. To practice writing specialized stories such as features, editorials, and columns.
6. To develop skills in writing copy and headlines and proofreading.
7. To understand and apply effective interviewing techniques.
8. To develop skills in newspaper and magazine layout.
9. To apply layout, cropping, and sizing in photojournalism.
10. To recognize and apply journalistic ethics.
11. To explore career opportunities in journalism.

**Evaluation:**

A variety of assignments will be given throughout the year. Each assignment will be categorized under one of the following:

Homework: Homework will count as (10% ) of the quarter grade.

Formative Assessments: Class work and other formative assessments = (15%) of quarter grade.

Summative Assessments: Quizzes, tests, major writings, cumulative presentations, and any other summative assessments = (75%) of quarter grade.

**a. Semester exams will be worth 20% of the SEMESTER grade**

- i. Semester exams will not be administered early. Students who are absent may make-up their exams on the district approved make-up day.

**b. Explanation of student grades**

- i. A 100 – 90%
- ii. B 89 – 80%
- iii. C 79 – 70%
- iv. D 69 – 60%
- v. F 59 and below

**c. How and when students will be advised of their grades**

- i. Parents and students are urged to check the ParentLink system on our website regularly.
- ii. Progress grades will be sent home at least twice a quarter and will require a parent signature.

**Citizenship/behavior expectations:**

Citizenship is taken very seriously. I expect the very best from my students every day. Students are expected to bring supplies to class, pay attention, stay on task, talk when appropriate, be respectful, avoid nuisance items, such as cell phones and toys, and not chew gum or eat in class. Students who cannot work within these expectations will have points deducted from their citizenship grades. Other actions which disrupt the learning environment of the classroom or other students will also be documented and points will be lost.

Below is the scale for citizenship. All reports of misconduct will be documented in the teachers' grade book so both the students and parents will be able to check Infinite Campus to see what his or her current citizenship grade is, and why points have been lost.

**OUTSTANDING (O) 0-2 Infractions**

- Demonstrates self-control
- Follows directions first time given; comes to class with proper supplies; listens attentively; ready to start on time.
- Works hard, takes initiative; asks for help when needed
- Does not disrupt class or cause distractions
- Frequently goes out of way to help other students
- Actively participates in class discussions

**SATISFACTORY (S) 3-5 Infractions**

- Frequently demonstrates self-control
- Follows directions; comes to class with proper supplies; good listener; frequently asks for help when needed
- Hardly ever disrupts the class
- Demonstrates a willingness to help other students
- Frequently participates in class discussions

**NEEDS IMPROVEMENT (N) 6-8 Infractions**

- Usually pays attention in class, often distracts or is distracting to other students
- Seldom follows directions the first time given; often unprepared; listens inconsistently

- Stops distracting others only when reminded repeatedly
- Rarely participates in class discussions

**UNSATISFACTORY (U) 9 or more Infractions**

- Rarely pays attention in class; often distracted or is distracting others
- Does not follow directions; seldom prepared with materials or work; does not listen to adult directions or advice
- Must be personally reminded to focus on classroom activities; seldom asks for help relevant to classroom tasks
- Rarely appears engaged in learning

**Late Work policy:**

- Optimal student learning happens only if work is done in a timely fashion. If it is not turned in on time, a 10% late penalty will be assessed for the first week. After a week, the assignment will be assessed with a 50% penalty. I ask parents to support me in helping students fulfill their responsibilities.

**Make-Up Work Policy:**

When a student is absent, he or she is responsible for initiating contact with the teacher within three days of return in order to receive make-up assignments and a due date.

**Test retake policy:**

- If a C or below is earned on a summative assessment, an opportunity will be provided to retake the assessment. Student will be required to participate in remediation on the topic before they are allowed to retake the test.

**Supplies needed for this course**

- bound composition book – one for each semester
- loose-leaf paper – daily
- daily writing implement – pen or pencil.

**Hours of availability:**

8:35 A.M. – 9:00A.M. with prior arrangement due to parent conferences.

3:21 P.M. – 3:50 P.M. with prior arrangement due to parent conferences.

**Best way to contact:** email. I check email multiple times everyday: [jpalmer@interact.ccsd.net](mailto:jpalmer@interact.ccsd.net)