



# Liberty Middle School

281 Dock Murphy Drive, Madison, Alabama 35758

## Digital Publishing Tools

### Ms. Eleanor Thompson

Teacher Contact Information	Email: egthompson@madisoncity.k12.al.us Classroom Phone: 256-430-0001 ext. 83106															
Classroom Digital Platforms	Click here to view my <a href="#">Webpage!</a> Schoology															
Textbook Information, Required Texts, and Other Instructional Materials	There is no set textbook for this class. The majority of our lessons will be comprised of resources from the following websites: TypingAgent (via Clever), Google Applied Digital Skills, G Suite, & our class Schoology Page  <i>Parents and guardians can access specific lesson materials in our Schoology classroom!</i>															
Course Description	Essential workplace readiness skills are taught in this course, including touch typing. Students will learn 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. Applications used will be from the Google Suites & Canva.															
Course Objectives	Students will be able to: <ul style="list-style-type: none"><li>➤ Touch type a minimum of 40 words per minute (wpm) using the home keys properly</li><li>➤ Create &amp; fill the following programs with data &amp; images: documents, spreadsheets, and presentations</li><li>➤ Describe the permanence of digital data &amp; the importance of managing one’s digital identity &amp; reputation</li><li>➤ Identify information from digital resources, using a variety of tools &amp; methods to create a collection of artifacts that demonstrates meaningful connections or conclusions</li><li>➤ Identify research strategies to locate information &amp; other resources for students’ intellectual and/or creative pursuits</li></ul>															
Course Outline	<b><u>The order and content of units are subject to change. Actual coursework will be posted in Schoology weekly.</u></b> <table><tr><td>Weeks</td><td>Unit Topics</td></tr><tr><td>1</td><td>Introductions: Procedures, &amp; Getting to know each other!</td></tr><tr><td>2</td><td>Typing &amp; Word Processing</td></tr><tr><td>3</td><td>Spreadsheets &amp; Data Literacy</td></tr><tr><td>4</td><td>Digital Citizenship</td></tr><tr><td>5</td><td>Presentations with Purpose</td></tr><tr><td>6</td><td>Passion Project Brainstorm &amp; Research</td></tr></table>		Weeks	Unit Topics	1	Introductions: Procedures, & Getting to know each other!	2	Typing & Word Processing	3	Spreadsheets & Data Literacy	4	Digital Citizenship	5	Presentations with Purpose	6	Passion Project Brainstorm & Research
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<b>Classroom Expectations</b>	<p><b>Three Main Rules:</b>  <b>1) Be respectful. 2) Be responsible. 3) Be ready to learn.</b></p> <p><b>Expectations:</b></p> <ul style="list-style-type: none"> <li>➤ Cell phones must be powered down and in a backpack from 8:15 am - 3:20 pm</li> <li>➤ Be seated and ready for class when the bell rings. Students who are tardy to class will receive a detention per LMS policy.</li> <li>➤ Respect your surroundings, classmates, the teacher, and most importantly, yourself!</li> <li>➤ Come to class prepared, with all necessary supplies, and a positive mindset for learning</li> <li>➤ Be respectful of and responsible for <b><u>ALL</u></b> technology &amp; supplies used in class, <b><u>ESPECIALLY</u></b> if they are not yours</li> <li>➤ Be alert and active in class activities</li> <li>➤ If it’s not yours, don’t touch it! Keep your limbs to yourself</li> <li>➤ Listen quietly and respectfully when Ms. Thompson and/or another called on classmate is talking</li> <li>➤ Follow directions given the first time. Listen to Ms. Thompson’s warnings</li> <li>➤ Raise your hand to ask a question.</li> <li>➤ Do not visit gaming, video, or non-DPT curriculum websites during class.</li> <li>➤ Be mindful of allergies: no peanut or tree nut products, and no aerosols allowed in the classroom.</li> </ul> <p><b>All students must follow the <a href="#">Madison City Schools Code of Conduct</a>.</b></p>						
<b>Technology &amp; Cell Phone/Digital Device Procedures</b>	<p>Effective July 1, 2025, the use, operation, or possession of Wireless Communications Devices including but not limited to cellular telephones, tablet computers, laptop computers, pagers, gaming devices, smart watches, earphones or headphones in school buildings or on school grounds during the Instructional Day, is prohibited. Violation of Board policy with respect to such use, operation, or possession of Wireless Communication Devices will constitute a Class II violation. Madison City Schools has outlined an Electronic/Wireless Device Policy (Policy 6.20) on page 137 of the MCS Policy Manual.</p> <p>Students should bring their MCS chromebooks and chargers to class each day. Teachers monitor student activity and participation; however, students are responsible for their activity on school-issued devices and using their MCS accounts.</p>						
<b>Progressive Discipline</b>	<p>Liberty Middle School Classroom Management Plan:</p> <p><b>Step 1:</b> Verbal warning  <b>Step 2:</b> Student/teacher conference with parent notification  <b>Step 3:</b> Parent contact/conference  <b>Step 4:</b> Detention  <b>Step 5:</b> Referral to administration for repeat Class I violations and initial Class II and Class III offenses</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> <p><b><a href="#">(Madison City Schools Code of Conduct)</a></b></p>						
<b>Grading Policy (MCS Policy)</b>	<p>60% = Assessments (Tests/Projects/Mini-Assessments)  40% = Daily Grades (Vocab quizzes, exit slips, progress checks, classwork, daily activities, participation)</p> <p><b>*A failing grade is considered a 64% or lower in the Madison City School District*</b></p>						

<b>Late Work Policy</b>	<p>Students present in class on the day of instruction are expected to turn in all in-class and out-of-class assignments on time.</p> <ul style="list-style-type: none"> <li>➤ One day late (10% off of the original grade)</li> <li>➤ Two days late (20% off of the original grade)</li> <li>➤ More than 3 days late (50% off of the original grade)</li> </ul>
<b>Make-up Work/Test Policy</b>	<p>Students present in class on the day of instruction are expected to turn in all in-class and out-of-class assignments <u>on time</u>. Students with excused absences will be allowed to make up all work within three days of returning to school (unless there are extenuating circumstances). <b><u>It is the student's responsibility to ask for make-up work.</u></b> Students can ask a classmate or ask the teacher for help. Additionally, students are welcome (and encouraged) to ask for a pass to come into my classroom <b><u>before school starts (after 7:40) on Tuesdays, Thursdays, &amp; Fridays to work on make-up work.</u></b> Work that is not made up will become a zero in the gradebook (including quizzes/tests).</p>
<b>Materials &amp; Supplies</b>	<ul style="list-style-type: none"> <li>➤ <b><u>Charged Chromebook</u></b></li> <li>➤ One folder or binder for class materials</li> <li>➤ Blue/black ink pens</li> <li>➤ Loose-leaf paper</li> </ul>
<b>Cheating/Plagiarism</b>	<p>A student who is caught cheating/plagiarizing will be given one attempt to redo the assignment for full credit. Refusal to redo the assignment and/or cheating/plagiarizing on the redo attempt will result in a 0 on the assignment. If any other student(s) has cooperated in cheating, that student is also considered to have cheated and will be given the same conditions. 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>
<b>Homework</b>	<p>There will be no official homework as students are given ample time to complete their work during class. That said, the due dates for class assignments and projects will not be moved unless deemed necessary, even if a student has not finished their work in class. As such, if a student does not finish their work in the time given in class, they will be <b><u>expected to finish it at home and turn it in on time</u></b>. Failure to do so will result in grade deductions for each day it is late (see Late Work Policy above). Exceptions will not be made unless there are extenuating circumstances.</p> <p>It would also be helpful, but not necessary, if students practiced typing at home. We recommend at least 10-15 minutes of review daily, or at least 1 hour weekly.</p>
<b>Parent &amp; Student Acknowledgment Form</b>	<p>Hello and Welcome! I am so happy to be your Digital Publishing Tools teacher this year!</p> <p><b><u>Please see ParentSquare to review and sign that you and your child(ren) have read the syllabus and understand the class expectations.</u></b> Upon request, paper copies will be made available.</p>

*This syllabus is subject to change.*