



Liberty Middle School

281 Dock Murphy Drive, Madison, Alabama 35758

Digital Communications

Mrs. Kassidy Hutchison

Teacher Contact Information	Email: khutchison@madisoncity.k12.al.us Classroom Phone: 256-430-0001
Classroom Digital Platforms	Webpage Link: https://www.madisoncity.k12.al.us/Domain/1880
Instructional Materials	<p>No textbook is utilized for Digital Communications.</p> <p>Parents and guardians can access all materials through the Schoology platform.</p>
Course Description	<p>Digcom is a unique elective that allows students to show their creativity and grow their media talent while also featuring exciting events in Liberty's school culture. Being selected as a member of the news team is a privilege, and each student plays an integral role in the program. Every student is part of the Digcom puzzle and must work independently and cooperatively to create media that will meet the high standards we have set for each LMS News Media production. As a news team, we are producing media that reflects on us as individuals, on our school, and on our school system. Because we want LMS News Media to be a positive reflection of us all, each new team member will take pride in the work he or she does while also upholding the quality expectations we will set as a team.</p>
Course Objectives	<p>Students will be able to apply effective and collaborative team communication and management skills to complete the video process from pre-production script development through the production capture of quality video image and audio. Students will understand skills and concepts related to broadcast journalism. Students will display the ability to plan a video shot and edit the clips according to the needs of the broadcast/special project.</p>
Course Outline	<p>Throughout the year, students will alternate between creating broadcasts and special projects depending on the events taking place at LMS. All broadcasts and special projects will be weighted as test grades.</p>
Classroom Expectations	<ol style="list-style-type: none"> 1. Cell phones must be powered down and in a backpack from 8:15 am - 3:20 pm. 2. Be seated and ready for class when the bell rings. Students tardy to class will receive a detention per LMS policy. 3. Come prepared for class. Bring all necessary supplies. 4. Respect your teacher, your classmates, and yourself. 5. If it's not yours, don't touch it. Keep your hands and feet to yourself. 6. We are an allergy-aware classroom. Only approved food items are allowed. No drinks other than water are permitted. <p>All students must follow the Madison City Schools Code of Conduct.</p>
Technology & Cell Phone/Digital Device Procedures	<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 may constitute a Class II. 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>

Progressive Discipline	<p>Liberty Middle School Classroom Management Plan:</p> <p>Step 1: Verbal warning</p> <p>Step 2: Student/teacher conference with parent notification</p> <p>Step 3: Parent contact/conference</p> <p>Step 4: Detention</p> <p>Step 5: Referral to administration for repeat Class I violations and initial Class II and Class III offenses (Madison City Schools Code of Conduct)</p>
Grading Policy (MCS Policy)	<p>60% = Assessments (Tests, Essays, Projects)</p> <p>40% = Daily Grades (Quizzes, Homework, Classwork, and Participation)</p>
Late Work Policy	<p>10% will be deducted off the assignment per week late. After three weeks, the maximum grade a student can receive on a late assignment is 65%.</p> <p>It is incredibly important that all broadcasts and special projects are completed on time. We are a team in this class, and we will not be able to send out our broadcast/special project if even one student does not complete their work on time. Student responsibility is of the utmost importance in DigiCom.</p>
Make-up Work/Test Policy	<p>Students with excused absences will be allowed to make-up all work within THREE (3) days of returning to school per excused absence. It is the student's responsibility to ask for make-up work. Students are asked to check Schoology for any work missed in class. There is a weekly folder where the lesson will be available to access. Students will need to connect with the teacher to pick up any missed handouts upon return. For each assignment submitted on Schoology after the deadline, a Late/Missing Work Submission Form must be completed in order to receive a grade.</p>
Test Failure Policy	<p>Students who score a 64% or below on a special project or broadcast may complete an additional task at the teacher's discretion to earn a maximum grade of 65%.</p>
Supplies	<p>Supplies for class are provided.</p>
Homework	<p>Homework will not be assigned in addition to classwork. If a student does not complete their assigned classwork within the class block, it will need to be finished at home. Students will be required to come before or after school on occasion to film a broadcast or special project.</p>
Cheating, Plagiarism, and AI	<p><u>Cheating (Per the MCS Student Code of Conduct):</u> A student who cheats will not receive credit for the work in question. If any other student has cooperated in the 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.</p> <p>Cheating is defined to include, but is not limited to:</p> <ol style="list-style-type: none"> Copying someone else's work in or out of class and identifying it and submitting it as your own 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 The use of unauthorized notes, other materials, or assistance during the accomplishment of graded work in or out of class Any other situation in which the student attempts to or accepts credit for work not his or her own <p><u>Plagiarism:</u> Plagiarism on an assignment directly violates the above excerpt from the MCS Student Code of Conduct; therefore, the student will not receive credit for the work in question.</p> <p><u>Artificial Intelligence (AI):</u> The unauthorized use of AI on an assignment directly violates the MCS Student Code of Conduct; therefore, the student will not receive credit for the work in question. Any work written, developed, created, or inspired by artificial intelligence without explicit permission from the teacher is considered plagiarism.</p>

This syllabus is subject to change.

Please return this signed slip by Monday, August 11th, 2025

Syllabus Acknowledgement

Please sign below to acknowledge the following:

I have read and understand Mrs. Hutchison's classroom policies, procedures, expectations, and syllabus.

As a **student**, I agree to abide by the classroom guidelines.

As a **parent**, I am aware of the policies/procedures and have discussed them with my child.

Parent/Guardian Name *(printed)* _____

Parent/Guardian Signature _____ **Date:** _____

Student Name *(printed)* _____

Student Signature _____ **Date:** _____

Question/Comments/Concerns