



# Liberty Middle School

281 Dock Murphy Drive, Madison, Alabama 35758

## Composition Workshop Ms. Courtney Kelley

<b>Teacher Contact Information</b>	<b>Email:</b> cmkelley@madisoncity.k12.al.us <b>Classroom Phone:</b> 256-430-0001 ext. 83130
<b>Classroom Digital Platforms</b>	<b>Webpage Link:</b> <a href="https://www.madisoncity.k12.al.us/Domain/1077">https://www.madisoncity.k12.al.us/Domain/1077</a> <b>Schoology Link:</b> Can be accessed through MCS account
<b>Textbook Information, Required Texts, and Other Instructional Materials</b>	<i>Parents and guardians can access course materials through the Schoology platform.</i>
<b>Course Description</b>	<p>This elective will provide an overview of the basic elements of modern English usage, such as spelling, parts of speech, capitalization, punctuation, subject/verb agreement, and correct pronoun usage. The course will include consistent writing experiences paying special attention to Madison City’s writing curriculum, claim, data, commentary, and MLA formatting and citations. With the writing experiences, students will also participate in typing, drafting, editing, and revising. This course is offered to meet the need for a foundation in grammar, sentence structure, composition, and technological publishing skills for final writing projects.</p>
<b>Classroom Expectations</b>	<ol style="list-style-type: none"> <li>1. No cell phones allowed during instructional time.</li> <li>2. Be seated and ready for class when the bell rings. Students tardy to class will receive a detention per LMS policy.</li> <li>3. Come prepared for class. Bring all necessary supplies.</li> <li>4. Respect your teacher, your classmates, and yourself.</li> <li>5. If it’s not yours, don’t touch it. Keep your hands and feet to yourself.</li> </ol> <p><b>All students must follow the <a href="#">Madison City Schools Code of Conduct</a>.</b></p>
<b>Technology &amp; Cell Phone Procedures</b>	<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> <p>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. 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 serving line. Failure to follow these procedures will result in a disciplinary referral to the office.</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 (<a href="#">Madison City Schools Code of Conduct</a>)</p>
<b>Grading Policy</b> <i>(MCS Policy)</i>	<p><b>60%</b> = Assessments (Tests, Essays, Projects)  <b>40%</b> = Daily Grades (Quizzes, Homework, Classwork, and Participation)</p>

<p><b>Late Work Policy</b></p>	<p><b>Students may arrange to submit late work by communicating via email with their teacher. Late work will not be graded after each nine week grading period ends.</b></p>
<p><b>Make-up Work/Test Policy</b></p>	<p>Students with excused absences will be allowed to make-up all work within three days of returning to school. It is the student's responsibility to ask for make-up work. Students can get with a classmate or ask the teacher for help. Work that is not made up will become a zero (including quizzes/tests).</p>
<p><b>Parent &amp; Student Acknowledgment Form</b></p>	<p style="text-align: center;"><b>Ms. Kelley's Composition Workshop Signature Form</b></p> <p>Please Complete the Following with either <b><u>YES</u></b> or <b><u>NO</u></b> in the blank, then sign below and <b><u>return by FRI, AUG 9.</u></b></p> <p>_____ I have read and understand Ms. Kelley's classroom policies, procedures, expectations, and syllabus.</p> <p>_____ I have additional comments/concerns about my child. (If so, please list below or email me at <a href="mailto:cmkelley@madisoncity.k12.al.us">cmkelley@madisoncity.k12.al.us</a>)</p> <p style="padding-left: 100px;">Student signature: _____</p> <p style="padding-left: 100px;">Parent signature: _____</p> <p style="padding-left: 100px;">Parent signature: _____</p> <p style="padding-left: 100px;">Today's date: _____</p>

*This syllabus is subject to change.*