



Liberty Middle School

281 Dock Murphy Drive, Madison, Alabama 35758

Digital Communications

Mrs. Kassidy Hutchison

Teacher Contact Information	Email: kthutchison@madisoncity.k12.al.us Phone: 256-430-0001
Textbook Information	No textbook is utilized for Digital Communications.
Course Description	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.
Course Objectives	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.
Course Outline	Throughout the year, students will alternate between creating broadcasts and special projects. All broadcasts and special projects will be weighted as test grades.
Classroom Expectations	<ol style="list-style-type: none"> 1. No cell phones allowed during instructional time. 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. Bring your school-issued Chromebook (fully charged) and charger daily. Keep all personal electronic devices (cell phones, air pods, headphones, tablets, etc.) silenced and stored in designated classroom location. <p>All students must follow the Madison City Schools Code of Conduct.</p>
Technology & Cell Phone Procedures	<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>
Progressive Discipline <i>(LMS)</i>	Liberty Middle School Classroom Management Plan:

<i>Policy)</i>	<p>Step 1: Verbal warning Step 2: Student/teacher conference with parent notification Step 3: Parent contact/conference Step 4: Detention 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 (Broadcasts, Special Projects, Tests, Essays) 40% = Daily Grades (Quizzes, Homework, Classwork, and Participation)</p> <p>Writing may be assessed using Turnitin.</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> <p>If a student is absent on the day of the test, it is the student's responsibility to communicate with Mrs. Hutchison to schedule a day/time to make up the test. To receive credit, tests must be made up within three days of an absence.</p>
Materials & Supplies	Supplies for class are provided.
Homework	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 may be required to come before or after school to film a broadcast or special project.
Before/After School Filming	Students will be required to film before or after school periodically during the school year. This will be communicated with parents in advance to allow for time to arrange transportation. DigiCom is a team, and it is important all students are willing to help out when necessary. (Extra curricular activities and sports will be taken into consideration to avoid schedule conflicts.)
Cheating, Plagiarism, and AI	<p>Cheating (Per the MCS Student Code of Conduct): 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>Plagiarism: 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>Artificial Intelligence (AI): 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 at teacher discretion with or without notice.

DigiCom

Mrs. Hutchison

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Please use the QR code to sign up for my weekly distribution list emails! →
(This form is also linked in my Schoology page if you would prefer to complete it on your computer.)

Welcome to Digital Communications! We are going to have a great year together.

Please make sure you and a parent/guardian carefully read over the syllabus and expectations for this class. Additionally, make sure your parent/guardian completes the **Distribution List Sign Up** which can be accessed through the QR code above or my teacher webpage on the LMS website. Once you have finished, have your parent/guardian complete this page so you can return it to class by August 8th. Thank you!

Student First Name
(Please print)

Student Last Name
(Please print)

Parent/Guardian Name
(Please print)

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.

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

(Student Sign Here)

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

(Parent/Guardian Sign Here)

Question/Comments/Concerns