Deer Valley Unified School District No. 97

DEER VALLEY MIDDLE

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**7th Grade Creative Publishing**

**Deer Valley Middle School**

**Syllabus 2013-2014**

 **Course: Creative Publishing E-mail: Selena.Mattern@dvusd.org**

**Teacher: Mrs. Selena Mattern Voice Mail:** **623-445-3348**

 **Room: 606 Prep Period: 6th**

**Website:http://www.mrsmattern.weebly.com**

**Course Description**

Welcome to Creative Publishing! This class is designed around technology, including Microsoft Word, PowerPoint, video design, and web design. In this class you will be using a computer to create many different forms of communication, including tables, graphs, business projects, videos, and a website. You will watch videos, have discussions, and learn to think about technology and how it pertains to your “REAL LIFE”. I hope that you enjoy the class!

**Course Objectives**

Main Course objectives include, but are not limited to: basic computer knowledge, computer terminology and computer rules and guidelines. The student will accomplish these objectives using:

* Keyboarding
* Microsoft Excel
* Word Processing
* Multimedia Presentation
* Desktop publishing (and other programs)

**Materials/Supplies**

**Text Book:** There is no textbook for this class. Every assignment will be posted to the teacher website at www.mrsmattern.weebly.com.

**Online Resources:** Lesson plans-www.pjnicholson.com; Typing program-www.typingweb.com.

**Supplies:** Most of the class will be conducted on the computer, but each student needs to bring their spiral notebook, ISN, to class every day (It will be provided). Classroom sets of pencils, paper, markers, crayons, colored pencils, and glue will be provided as necessary. Students are permitted to bring in their own personal supplies. Families are welcome to donate any materials to class that they wish to share (i.e. paper towels, glue, tissue, markers, colored pencils, pens, lined paper, etc.)

**Progress Reports**

Progress reports are available on PowerSchools. Progress reports will go home on every third Friday for all students, and every Friday for “D” and “F” students with the expectation that students will attend after school tutoring on Tuesday and Thursday.

**PowerSchools Access Information**

Parents/Guardians who do not have a login code for their child can get one at the front office. An I.D. will be required to receive your password. The PowerSchools’ site allows parents/guardians and students to access the student’s grades, attendance, and other information. The web address is: <http://ps.dvusd.org/public/>

**Grading Policy**

**Category**  **Percentages**

 Typing 40% A 90-100%

 Assignments 50% B 80-89%

 Tests and Quizzes 10% C 70-79%

 D 60-69%

 F 50-59%

 **Incomplete 49%**

*Nearly every assignment will be completed in class, and there will be little homework*. Because of that, being productive during class is a necessity so the students will not have to finish the assignment at home. All students need to stay on task while in class. Assignments will be turned in to the drop box or email at the end of class the day it is due. Any assignment turned in after class is over will be counted late. Students will receive tutoring and retake any assessment they have not mastered. Effort is rewarded. Please come to me if you are really trying, but still struggling! There will be no opportunities for extra credit. **\*Missing or incomplete work will be recorded as a 49% (4.9 out of 10). Students may turn in missing or incomplete work at the teacher’s discretion for full credit up until the last two weeks of the quarter. Zeros will be avoided as much as possible. Zeros are considered counterproductive towards student achievement on a standards based grading scale**

**Attendance and Make-Up Work Policy**

Whenever you return from being absent, you will need to check the correct weekly folder on the teacher website as well as the “While you were gone” folder. You have as many days as you were absent to turn in the work for up to full credit. You will need to get the notes from a fellow classmate.

**Classroom Procedures**

We will be using many different forms of technology this semester. We will spend approximately 3 weeks on Word, 3 weeks on PowerPoint, 3 weeks on Excel, 3 weeks on web design, 4 weeks on video design, and culminate the last 3 weeks on Publisher. You can look forward to learning how to type as well. During each type of technology, there will be time for note taking and working on the assignments provided. Always raise your hand if you need the teacher’s help on an assignment or have a question. At the end of each assignment, you will need to turn it in by emailing the assignment to the teacher*. Please stay productive during every class to complete each assignment during class work time so you will not have homework.*

**Teacher Tutoring Times**

Teacher is available every Tuesday and Thursday from 3:10pm-4:10pm for extension of learning, by appointment only. *(Tuesdays and Thursdays: Bus transportation is provided at 4:15.)*

**Communication**

Please contact the teacher for any student concerns. It is crucial that teachers, parents, and students maintain open lines of communication. Contact information is provided at the top of this page. Email is the best way to communicate with the teacher. Please refer to my website for all information needed for this course.

**Classroom Behavior Expectations**

* Participate in class
* Respect everyone and everything in the classroom and computer lab at all times
* Absolutely no food, drinks, or gum allowed in computer lab and the classroom
* Always be prepared for class and complete assignments on time
* School Rules, such as dress code and conduct, are always in effect

I look forward to working with you and your child. Please feel free to contact me with any questions or concerns



Sincerely,

Mrs. Mattern

The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. For any inquiries regarding nondiscrimination policies contact the Superintendent's Department, 20402 N. 15th Avenue, Phoenix, AZ 85027. 623.445.5000.

**I have enclosed a letter for parents to fill out. I would love to know more about your child, and anything you feel I should know is greatly appreciated. I want to be able to support your child. I have also included some lines for your contact information, which will help me make positive contacts with you.**

Dear Mrs. Mattern,

What I want you to know most about my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student name) is……

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My contact information is:

Parent Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **(this is the easiest way for me to contact you!)**

Parent Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Video Clip Permission Slip**

During the school year the Creative Publishing team will be showing video clips about computers, internet safety, and technology that often do not have a rating. We strive to watch video clips that are school appropriate and have educational purpose. We would like your permission for your child to be able to watch these clips.

Please check one of the following. Thank-you!

\_\_\_\_\_\_ I will allow my student to watch these video clips.

\_\_\_\_\_\_ I will not allow my student to watch these video clips.

**After School Tutoring Permission Slip**

As stated earlier, students will need to attend tutoring if they do not show mastery in content, or if they have a grade of a “D” or “F”. Tutoring will also be an opportunity to extend learning. After school tutoring on Tuesday and Thursday is available from 3:10-4:10pm.

\_\_\_\_\_I will allow my student to attend after school tutoring. My child will get home by:

\_\_\_\_\_\_\_\_ 4:15pm activity bus \_\_\_\_\_\_\_\_parent pick up \_\_\_\_\_\_\_\_walk home

\_\_\_\_\_I will not allow my student to attend after school tutoring.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3:15-4:15pm phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Please make sure you sign, date, and return this form by Friday, August 16th confirming that you have completely read and understand the expectations for this course. If you have any questions, please contact me via e-mail at** Selena.Mattern@dvusd.org.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*Please return ONLY THE SECOND PAGE by Thursday, January 9, 2014\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***