

About this class

Welcome to your Journalism class. This is a full year class in which our primary goal will be to create and distribute a newspaper. In doing this, we will create and edit content, design the paper itself and generate the graphics enhance the overall publication. You will need to reach out to people for interviews and photos. The contents of every issue are determined and created by you, the staff. I hope you are as motivated as I am.

Grading

This class will be a nontraditional learning experience for you, as we will not use a textbook or be completing typical homework in this class. Our main goal will be to generate content for a newspaper and publish six issues throughout the school year. Your grades will be based on the work you do in the production of this paper. There will also be online journalism assignments to complete so that we may fulfill the requirements for the course in which you will receive credit. All of your assignments will be posted on msdunlap.org.

The Dallas ISD Grading Policy for high school classes is as follows

<i>Task</i>	<i>Percentage of six weeks grade</i>
Class work and homework	40%
Tests	25%
Projects and products	20%
Six week tests	15%

Due to the fact that this is somewhat of a non-traditional class, the following categories will be fulfilled with these specific types of assignments:

- Class work and homework: Daily demonstrations of learning, deadlines and news tips
- Projects and products: Journalism topic quizzes, page design and peer editing
- Tests: Items submitted for publication, issue post assessment
- Six weeks tests: Tests will be administered online during class time

About your instructor

My name is Heather Dunlap. I am a certified, experienced teacher, and this is my 17th year working in the Dallas ISD. In that time, I have taught several courses, written district-wide curriculum and assessments and presented training for teachers. This is my fifth year teaching a journalism class, and I was a journalism student myself for many years. I expect that we all enjoy great success in this fifth year or the new and improved *Hoofbeat*.

If you need to contact me outside of class time, please send me an email at hhinds@dallasisd.org. Please do not attempt to contact me through any social network until after you graduate.

Rules and Procedures

You will be expected to adhere to all school and District rules. Specifically, I expect that you will be dressed appropriately for school and wearing an ID badge every day.

Additionally, please familiarize yourself with the rules and procedures in this classroom.

- Students will arrive on time
- Students will work on assignments only
- Students will behave in a respectful manner
- Students will refrain from eating or drinking in class
- Students will adhere to the Dallas ISD Acceptable Use Policy
- Students will adhere to the Dallas ISD Student Code of Conduct

Attendance

Your attendance is very important in this and every other class. Too many absences will result in a loss of credit in a course. If you do miss a day and need to make up the missing daily grade, please note that the make-up assignments will be available. If you miss a day due to a school activity (sporting event, field trip, etc.) or an illness (with appropriate documentation) please let me know as soon as possible about that absence so I can make the appropriate notation in my grade book. If you fail to mention such an absence, it is very likely that you will receive a failing grade for that day of class work, simply because I am unaware of that event. The Dallas ISD policy dictates that you are allowed two days following an absence to make up a missing grade. This can be made more flexible, depending upon the circumstance.

Supplies

There is no required supply list for this class. As far as storage of your work, you should be able to do everything you need without purchasing supplies. I would recommend that each student have access to a USB flash drive, though it is not required. A flash drive would simply be useful in this and every other class.

The DISD Acceptable Use Policy

The full Dallas ISD Acceptable Use policy is available on my website, misshinds.org, and applies to every teacher, student, administrator, employee and volunteer in the Dallas ISD. It is 11 pages long, but the salient points are as follows:

- Users have no expectation of privacy while using DISD resources
- District technology resources are to be used for educational purposes only
- Should a user locate a security problem, he must notify a teacher or site administrator
- Users will not disable antivirus software
- Users will not install unauthorized software
- Users are not to misrepresent themselves while using District resources
- Users cannot disparage the District or post inappropriate material in social networking or blogging sites
- Users must not use "save password" functions
- Users will not log in as someone else, nor will they lend their login information to others
- Users will not disable or intentionally harm technology equipment
- Users will not access create or transfer obscene or objectionable material
- Users will not remove technology equipment from the building without proper permission
- Users will not annoy or harass others using District resources
- Users will not disclose the personal information of others
- Should a user access inappropriate material, he must report it to the Technical Assistance Center

Parent/Guardian Acknowledgement and Acceptance

Please provide the following information and return this page:

- YES-** I have read and understand the classroom rules and procedures and the grading policy. I understand that my child will be bound by them. I also understand that my child will be granted Internet access as an integral part of this class for educational purposes. Use of the Internet for any non-educational purpose may result in a lowered grade due to nonparticipation in class assignments, or in severe cases, it could result in disciplinary action. I also understand that my child will be writing, photographing and designing content for a school newspaper to be distributed to students and teachers.

- NO-** I have read and understand the classroom rules and procedures and the grading policy. I will not permit my child to be bound by them, nor do I permit my child Internet access as an integral part of this class for educational purposes. I do not permit my child to participate in the publication of materials designed to be distributed campus-wide. I am unable to accept these circumstances, and I would like to arrange for a schedule change so my child can be placed in a different class.

Student		
		_____ ID Number
_____ Printed name	_____ Signature	_____ Date
Parent/Guardian		
_____ Printed name	_____ Signature	_____ Date
_____ Parent/guardian email address		
_____ Preferred parent/guardian contact telephone number		