

August 15, 2013

Dear Parents/Guardians and Students,

You cannot imagine how excited I am about teaching your child! We are going to have a great time in this class, and we are going to learn a great deal together. When I say together, I mean all of us...your child, you and me! We will be working together as a team with a common goal. That goal is to educate and nurture your son or daughter. I firmly believe that we all must work together if the children are to succeed. I can't do it alone; you can't do it alone; certainly the students can't do it alone.

Please be involved in your child's studies and learn all over again along with them. The rewards for active participation in your child's education are hard to see on a day-to-day basis, but they will manifest themselves down the road, I assure you. I pledge to you that I will do my utmost best for your child. I will work to make him or her a better person - more responsible, more caring, and more educated.

I pledge to you that I will work to the best of my ability to teach the subject so that your child will arrive at the other end of this year with a better understanding of the material. I pledge to care for your child while in the school so as to increase his or her self-worth. Each child is important to me. There are no losers in my room. True, there will be students that demonstrate behavior that is unacceptable, and we must deal with it. I will try to be fair and open about the problems, and I will let you know of any - if and when they arise.

I pledge to keep you informed of all that is happening in my class. I will communicate through my class website, e-mail, and telephone calls so that you will know when your child has done something wonderful or something not so great. I pledge to be open to your communication. You may send e-mail to rrussell@tallapoosak12.org or call the school (256)825-7848 when you need to schedule a conference or just ask a question. You can also view my website at [www.robynrussell.weebly.com](http://www.robynrussell.weebly.com) where I upload information, lesson plans, handouts, and anything else that I feel would help my students.

From all this, I hope that you have gotten the idea that I take my job seriously, and I want to do the best for your son or daughter while they are in my care. Let's work to make this a great year!

Thank you,

Robyn Russell

Dadeville High School

Pre-AP English 10, English 12, Honors English 12, & Yearbook I & II

**MRS. RUSSELL’S SYLLABUS & CLASSROOM MANAGEMENT PLAN**

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**Teacher:** Mrs. Robyn Russell

**Course:** Yearbook 1 & II, 1 Credit

**Tutoring:** Tuesdays & Thursdays 3:15 - 4:00 p.m.

**Classroom:** 502

**Phone:** (256)825-7848

**E-mail:** rrussell@tallapoosak12.org

**My website:** <http://robynrussell.weebly.com>

**Dadeville website:** <http://www.tallapoosak12.org/>

**Course Goal & Description**

Students will produce a culmination publication of memorable school events following a designed and organized plan to develop a permanent piece of school memorabilia. Concepts that are emphasized are the use of technology via computers, internet, and digital photography. Students will also value the use of teamwork and organizational skills. This course challenges students to do journalistic reporting and writing to complete the Talisman, the Dadeville High School yearbook. Students taking this course should be highly motivated to improve analytical thinking and writing and thinking skills for success. The purpose of this course is to publish a journalistic, graphic and photographic history of the school year using knowledge gained of terms, ideas and concepts

Talisman Editor: Dennis Nelson

Talisman Editor: Kasey Phillips

Talisman Photo Editor: Shania Johnson

Talisman Photo Coordinator: Clayton Smith

**Tentative Course Schedule**

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| * Students will demonstrate the importance of design consistency by planning the design of the yearbook.
* The students will recognize types of font and typefaces.
* The student will experiment with placement of design elements to create a yearbook spread.
* The student will work with the adviser to plan the coverage and record the history of the year.
* The students will develop a theme for the book that will be reflected throughout.
* The student will write in journalistic feature style, covering all phases of school life.
* The student will record events of the year in a factual, truthful way.
* The student will write headlines.
* The student will proofread and edit copy before it is submitted to publication.
* The student will gain knowledge in publication design and journalism law.
* The student will learn business skills and prepare for fundraisers and will be a part of the Dadeville High School Beauty Ball.
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**Instructional Materials**

Yearbook Avenue Web site, computer, 123 notebooks provided for Section Editors, Folders for staff members.

**Instructional Procedures**

Material will be presented in lecture format with an emphasis on individual and small group instruction. Student participation in all phases of yearbook production is required. Participation points are awarded for all activities.

**Grading Policy**

Grades will be averaged together from the following: weekly participation, quizzes, evaluations, photography, Beauty Ball, Ad Sales, and Contracts.

**Supply List**

3 ring binder

Blue or black pen

Loose leaf paper

Flash Drive (at least 1-2 G)

6 solid color folders (w/pockets)

Planner or calendar

**Attendance Policy**

Each student is expected to be in class from bell to bell. Students are to take advantage of the passing period to use the lavatory. Restroom passes may be acquired only during appropriate times of the class period. No restroom pass will be issued in the first 20 minutes or the last 5 minutes of class, and it is the responsibility of the student to return promptly. Abuse of this policy will revoke all future privileges at the discretion of the teacher.

**Classroom Rules**

All students can learn and behave appropriately.  To guarantee all students in my classroom the excellent learning climate each deserves, I use the following class rules.

1. Be attentive, calm, confident, focused, honest, inspired, optimistic, organized, patient, positive, proactive, reasonable, reliable, respectful, and supportive.
2. Do not argue, beg, bully, complain, criticize, demand, embarrass, give up, hesitate, insult, interrupt, offend, or whine.

**Tardy Policy**

Learn to be on time-your future professors and/or employers will expect it, and professionalism demands it. Please follow the policy as outlined in the Dadeville High School Handbook. Tardies will be recorded and turned in. Please be on time.

**Dress Code**

Students have a detailed Dress Code Policy as outlined in the Dadeville High School Handbook. Please adhere closely to this policy as students that do not will receive consequences accordingly.

**Behavior Expectations**

Please respect other students, including their opinions and their property. Listen to and respect the opinion of your colleagues who are, in this case, fellow students. Private conversations between individuals or within groups when someone is speaking are rude. Failure to comply with guidelines for student behavior will result in first, a warning (verbal or non-verbal), followed by detention and phone call/email home (if the behavior continues), and finally, a referral to the office. Consistently positive behavior will result in verbal praise, positive phone call or email to parents, self-selected seating, homework passes, opportunities to run errands and complete fun projects for the teacher, and/or an overall heightening of the pleasure of the classroom environment. **Any major offense can be sent directly to an administrator.** Unacceptable behavior can be categorized as disruption, disrespect, and defiance. Unacceptable behavior will **not** be tolerated.

**Makeup Work**

Check makeup folders for missed assignments, either the day of your return or BEFORE the bell rings upon your return to class. You will be given three (3) days to get caught up, and it is your responsibility to make up assignments in the time allotted. If you are on a school approved field trip, makeup work is due immediately.

**Assignment Collection**

Assignments must be turned in during the scheduled class block and on time. Essays will be accepted one (1) scheduled class day late with the highest grade possible being a 70%. Put your name, date, and period at the top of every assignment that you turn in. Failure to do so will result in the paper being placed in the “No Name Bin” and it is your responsibility to bring the paper to me with your name on it to notify me that it is yours. Points will be taken off each time this happens. Please staple or paperclip multiple-page assignments together before turning them in. Try to have this done before the bell rings. The staple is a magnificent technological invention! Major Projects and Assignments will have a due date window. Students will be notified of the appropriate due dates. Assignments will not be accepted after the last class period of that window.

**Printing**

If your printer does not work or you don’t have one, you may print in the room but NOT during instructional time. Do not abuse this policy. Also, consider printing in the library or the computer labs.

**Academic Dishonesty**

This classroom is one that nurtures an appreciation of intellectual honesty. Please be aware that academic dishonesty (copying/cheating/plagiarism) will be frequently monitored, is absolutely unacceptable, and will be punished at the highest level of consequence. Unethical behavior will result in any or all of the following: loss of credit for the assignment, lowering of your conduct grade by a letter, possible loss of exemption status, and/or parental contact and administration notification. **As you know, plagiarism is the act of taking someone's words or ideas and submitting them (either orally or written) as if they were your own.** Some common examples of plagiarism include:

* The use of unauthorized secondary sources in the stead of the required primary sources (i.e. Cliff Notes, Book Rags, Pink Monkey, etc.)
* The “lifting” or copying of online or printed material from its original source for use in an original text without proper citation and documentation
* The quoting or paraphrasing of facts/ideas from an online or printed source without using proper citation and documentation

**Binder and Organization**

Please remember that it is your responsibility to maintain your binder. Papers that are lost will not be replaced, but may be acquired from the class website. Students can expect random “binder checks” for a daily grade.

**No Sleeping**

Please stay awake during class. It is absolutely unacceptable for you to have your head down during instruction. Sleeping in class will result in a detention session and/or further action if needed.

**Cleanliness**

Please make sure that your desk and floor areas are clean and free of trash. Please dispose of all food and drinks **BEFORE** entering the classroom. Small, resealable containers of liquid (bottled water or soda) will be allowed in the classroom. When you leave, look around your desk to ensure that you are leaving the space cleaner than you left it.

**Technology**

Cell Phones, IPods, satellite radio receivers, portable radios, CD players, tape players, or any other electronic devices are prohibited from being used during regular school hours. Any cell phone that is visible or activates in the building will be confiscated and turned into the office. **KEEP THESE DEVICES INSIDE YOUR BOOKBAGS!**

**Edmodo** [www.edmodo.com](http://www.edmodo.com) The group code is **6nt41r**. Students are highly recommended to join this site, as it will provide valuable information to them about the course. Here you will find important information, due date reminders, and documents for the class, as well as a direct message function that will alert me quickly should the situation call for it. Note: Only appropriate, academic inquiries about the course may be added to this site. Any misuse of the website will result in removal from the site and possible consequences.

**Handbook**

The school’s handbook policies are in effect. A copy of the handbook is located in the classroom.

**Changes**

Course syllabi are intended to provide students with basic information concerning the course. The syllabus can be viewed as a “blueprint” for the course; changes to the syllabus can be made by the instructor at any time, and students will be informed of any substantive changes concerning examination, grading and/or attendance policies, and changes in all assignments with an adequate amount of advance notice.

**Tutoring**

My tutoring schedule isTuesday and Thursday afternoons until 4:00 p.m. Please make an appointment if you plan to attend tutoring or need to meet with me at an alternate time. Please have your ride here at 4:00 p.m.

**FINAL NOTE TO PARENTS AND STUDENTS**

I will go over specific classroom procedures with all students on the first day of class to cover policies and procedures that are specific to me. There will be a learning period where we practice, practice, practice until the students are comfortable in their routine. We share a common goal for your son or daughter to successfully learn and grow this year.  It is important that we communicate early and clearly if your child is having a problem in my class. My conference time is 7th period. The best way to communicate with me is through e-mail.  I check my e-mail several times a day, and will respond quickly in most instances. I appreciate the cooperation of both students and parents.  I want my students to be successful, now and in the future.  When we work together, all students can acquire the exemplary education which Dadeville High School and this English department offers.


Mrs. Robyn Russell

Dadeville High School

10th Pre-AP English, 12th English, 12th Honors English, and Yearbook

**MRS. RUSSELL’S PARENT AND STUDENT CONTRACT**

Dear Parent/Guardian and Student,

I feel fortunate to have your son/daughter in my class this semester and hope that you will contact me should you have any concerns about the progress of your child. Please read the attached policies, then sign and date this signature page. Make sure your child has signed it as well. The signed “Parent and Student Contact” form is **due by Friday, August 23rd.**  This will be your child’s first grade so please help them by returning it for their first 100! **KEEP THE SYLLABUS IN YOUR BINDER ALL YEAR.**

**Student Information (Please print neatly)**

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who do you live with? (Parents, step-parents, grandparents, siblings, pets, & etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you participate in school related activities? \_\_\_ YES \_\_\_ NO List: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you work? \_\_\_ YES \_\_\_ NO If so, where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your hobbies? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have access to a computer at home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can you access the Internet from this computer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional comments/concerns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you drive to school on a regular basis? \_\_\_ YES \_\_\_ NO

**Parent/Guardian Information (Please print neatly)**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read and understand the rules, procedures, and expectations for my Honors English 12 course and pledge to uphold the** **policies as given. I agree to do my best in all class assignments and to ask for help when needed.**

Student Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

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

**I have read all of my child’s class rules and am aware of what will be expected of my child. I also agree to support my child’s education by placing value on that education and remaining interested in my child’s progress. I understand that it takes the student, the teacher, and parents working together to ensure success.**

Parent or Guardian Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

