

Course Name	Instructor	Instructor E-mail & Availability
Journalism	Ms. Ariel Sena-Calvillo	absenacalvillo@aurorak12.org (720) 924-1690 Off hours: 3 <sup>rd</sup> and 6 <sup>th</sup>
Course Website	Class Meeting Times & Location:	Prerequisites
Google Classroom	Period 5	NA
Course Description		
<p>Students enrolled in Journalism write in a variety of forms for a variety of audiences and purposes. High school students enrolled in this course are expected to plan, draft, and complete written compositions on a regular basis, carefully examining their papers for clarity, engaging language, and the correct use of the conventions and mechanics of written English. Writing, technology, visual, and electronic media are used as tools for learning as students create, clarify, critique, write, and produce effective communications. Students enrolled in Journalism will learn journalistic traditions, research self-selected topics, write journalistic texts, and learn the principles of publishing. For high school students whose first language is not English, the students' native language serves as a foundation for English language acquisition and language learning.</p> <p>Students will also work on video production packages meant to be paired with their stories. They will use student gathered video and photos to create these packages in video editing software. This class works to produce the Trojan Tribune paper (distributed 5 times throughout the year) and live video broadcasts.</p>		

Required Supplies
<ul style="list-style-type: none"> <li>• Writing Utensil</li> <li>• Notebook or binder with loose leaf paper</li> <li>• Internet access (either via a phone or laptop, there will be devices available)</li> <li>• Headphones</li> </ul>

## Grading

Students will be graded on a 4 point scale for all assignments

Point	Letter Grade	Explanation
3.0-4.0	A	In addition to the performance score of 3.0, the student demonstrates in depth inferences and applications that extend beyond what was taught.
2.5-2.99	B	There are no major errors or omissions regarding any of the information and/or processes (simple or complex) that were explicitly taught. This level is mastery
2.0-2.49	C	There are no major errors or omissions regarding the simpler details and processes, but there are major errors or omissions regarding the more complex ideas and processes.
1.0-1.99	D	With help, the student demonstrates a partial understanding of some of the simpler details and processes and some of the more complex ideas and processes.
Below 1.0 or No Evidence	F	Even with help, the student cannot demonstrate understanding of the simple details.

## School Policies

### REQUESTS FOR HOMEWORK

Students requiring homework assignments due to extended excused absences (three days or more) should initially contact the attendance office. The attendance office will notify teachers and collect assignments from individual teachers. Assignments should be ready for pickup 24 hours after a request has been made. Please call the attendance office to check homework status.

### MAKE-UP WORK DURING ABSENCES

Any time a student misses a class for any reason whatsoever, that student will be expected to contact each teacher and complete the make-up work in order to achieve the learning objective. This includes field trips, school activities, suspensions, group sessions, trancies, and the like. Make-up work is required and students who have been absent from class must request makeup work from the teacher no later than the next class meeting. Teachers will determine a reasonable amount of time for make-up work when students are absent, using a two days for every one day absent guideline.

Teachers may provide an "alternative" learning experience for make-up work to any student who requests it upon returning to class. For example, a student may have been absent from a class at which the daily learning objective was achieved by means of a class discussion. At the teacher's sole discretion, students who were absent during that discussion might be assigned a two or three-page written essay due three or four days after the student's return to class as an 'alternative' learning experience for that objective.

Teachers will give academic credit to all make-up work that complies with the above guidelines. The only exception is that teachers have the choice whether or not to give academic credit to the make-up

work from an unexcused absence. If the absence was unexcused, the teacher should provide feedback but is not required to give credit for the work.

#### TARDY POLICY

After three tardies teachers will conference with the student and contact home. After 5 tardies students can be referred to the Learning Center and additional consequences may be assigned.

#### PASSES

Students who leave the classroom or are excused from class must have a pass with correct validation by the teacher. School officials may send for a student using an authorized Administrative Pass. Students who are without official passes will be subject to disciplinary action. Passes will not be given in the first 10 minutes or last 10 minutes of class.

#### NON-ACADEMIC TECHNOLOGICAL DEVICES

Aurora Public Schools believes in providing environments that optimize learning and teaching and are safe, secure, and well maintained. As such, all personal electronic devices\* shall not be seen nor heard during the school day in academic areas of the building from 7:30 A.M. to 3:45 P.M. \*Cell phones, iPods, headphones, portable speakers, MP3s, tablets, cameras, etc. **Aurora Central High School is not responsible for lost, stolen or damaged electronic devices.** This includes electronic devices that are confiscated by staff. Aurora Central High School reserves the right to not investigate lost, stolen or damaged electronic devices.

### Classroom Policies

**Technology:** Technology is a necessary tool in the classroom. However, students must not use their technology for personal or social reasons in the academic setting. Therefore, a stoplight metaphor will be used. It is as follows:

Green: Please take out your electronic devices. We will be using them in class today.

Yellow: Electronic devices may be used for personal listening with headphones.

Red: Electronic devices should be put away and silenced.

Should a student violate these policies, they will be given a verbal warning to put the device away and silence it. If technology is a continued issue, then the device will be taken away by the teacher and locked until after class is released. Parent or coach contact may also be initiated.

**Late Work:** Due to the nature of the class, late work is not accepted.

**Plagiarism:** Plagiarism (the practice of taking someone else's work or ideas and passing them off as one's own) is not tolerated. Students will always have the option to redo their work without penalty should plagiarism be discovered.

#### Consent and Responsibility Form

Dear Parent/Guardian,

Your student is enrolled in a journalism course this year. Students enrolled in journalism are required to work as a team to produce the best quality publication. Published work may be entered for awards in contests through CHSPA, JEA, NSPA, SPLC and other student publication organizations without the student's knowledge or consent.

Students enrolled in this course will also work with various pieces of equipment that they will be expected to claim responsibility for in case of damage, stole, or lost items. This will be reflected in their student fees and parent/guardian(s) notified. Returning this form will allow the students to use these items with proper training. Failure to sig this form will result in a loss of these privileges. These privileges may also be revoked if abuse of equipment is found.

Students will be required to cover events that may require a press pass. These will be issued by the adviser per event. Students in possession of a press pass are expected to conduct themselves in an appropriate, journalistic manner. Should the student not conduct themselves in an appropriate manner with or without the pass, they will have this privilege taken away.

By signing below, both you and your student agree to these terms and to abide by them. If you have any questions, please feel free to contact me at (720) 924-1690 or [absenacalvillo@aurorak12.org](mailto:absenacalvillo@aurorak12.org).

Ms. Ariel Sena-Calvillo

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**Parent/Guardian Name**

**Signature**

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**Student Name**

**Signature**

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**Parent/Guardian Contact Information**