# **Mrs. Bernard’s 7th Grade Journalism Class**

Email: HillaryD.Bernard@cms.k12.nc.us

Website: [BMSJournalismAndYearbook.weebly.com](http://bmsjournalismandyearbook.weebly.com/)

GoFormative Codes: (A-day) HHCBKO; (B-day) NZCQMB

Google Classroom Codes: (A-day) bhswcem; (B-day) subvuh2

Welcome to Mrs. Bernard’s Journalism class! I’m looking forward to a great semester, but first we need to get some things in order to create a positive classroom and, above all, your success! In order to ensure that things run smoothly and efficiently in class, all students will be expected to learn the following rules, routines, and procedures, in addition to the expectations for all Bailey Middle School students.

*Please file this document in the section of your binder that is dedicated to this class where it will remain for the semester.*

**Mrs. Bernard’s Class Rules:**

1. Students will not enter the classroom without an adult in the room.
2. Students will ***quietly walk*** between the main building and outside modular units.
3. Begin your warm-up immediately.
4. Sit in your assigned seat for the entire class.
5. Raise your hand if you wish to speak. You may do so when Mrs. Bernard calls on you.
6. No chewing gum.
7. Bring your chromebook, journalism binder, notebook paper for notes, and writing utensils to each class.
8. Keep all materials given by Mrs. Bernard (hand-written or printed notes, articles, etc.) in your journalism binder and bring these to each class.
9. No eating or drinking (only plain water with a lid is ok).

**Homework:**Keeping up with journalism assignments is vital because **many assignments and lessons build on each other in this class**—falling behind on one assignment means you’re already behind on the next! If you’re absent, please see Mrs. Bernard’s website or email her to gather your assignments. It is YOUR responsibility to gather your homework assignments!

**Grading:** \*Classwork, warm-ups, homework, quizzes 35%

 \*Tests, articles 65%

**Mrs. Bernard’s Class Routines and Procedures:**

**Before the bell rings:** If you need to do something before the tardy bell rings (use the restroom, sharpen your pencil, etc.), be sure to do so *before* the bell rings. All students are to be seated in their assigned seats when the bell rings, unless you have a pass. If you do not have a pass and are not in your assigned seat, you will receive a signature.

**Using the bathroom, getting a drink, or going to your locker:** Use the restroom or get water *before* the bell rings. Please do not interrupt lessons to ask to use the restroom, unless it is an emergency. When given permission to use the restroom, students will sign out, take the pass, and sign back in in a timely manner.

**Turning in your BEST work:**I always expect you to turn in work that reflects your BEST effort. It is very important that you ask questions, ask for extra help, and request feedback on major assignments prior to handing them in to ensure that you are doing your best work and understand class material. **I am always available to help you every step of the way throughout the semester to ensure your success!**

**Leaving the Classroom at the End of the Period:**Straighten all desks and chairs to their original format, and dispose of all trash. *Make it a habit to turn and glance back at your work space once you have all of your belongings to make sure you haven’t forgotten anything!*

**Making Up Work After an Absence:** Before returning to my class, please check the website for any missed assignments/lessons. If no assignments are listed, come see me to make sure you didn’t miss anything. You will have two days for every one day you were absent to turn it in. **Any assignment that is still missing after 1 week since your return to class will be an AUTOMATIC ZERO**. Even if you were simply absent, Mr. Bernard may park a zero in the gradebook to indicate you’re missing something.

**\*Daily Must-Have Items: \*Highly Suggested (non-required) Must-Haves:**

**BMS Chromebook**

**Loose-leaf notebook or loose-leaf notebook paper 3-hole punch for binder**

**Binder/section in binder to file materials Small stapler**

**Sharpened Pencils Small notebook for interviews**

**Pens (at least 2 different colors)**

**Highlighter**

**Your BMS agenda**

**Possible consequences for not following any expectations, rules, routines, or procedures, no matter whether they’re stated on this form:**

Verbal Warning, Signature, Time-Out in Another Classroom, Parent Contact, Written Referral, Detention

I have read and agree to follow the classroom routines and procedures. I promise to take responsibility for gathering any and all homework assignments. I promise to respect myself, my peers, my teacher, and my learning environment at all times.

*Student Signature*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents,

I’m so excited that your child is enrolled in my class! I look forward to a wonderful semester of *learning about our world*, appreciating the *importance* of effective communication, and developing skills that your child will be able to use *for the rest of their academic career and beyond.*

Please know that my class is meant to help foster the growing independence in your child. When the time comes for your child to begin the article-writing process (later this quarter or the beginning of next), they will have the freedom to choose their own article topic for this simple reason: a student’s ability to write *shines* when *what* they write about is also something they *care* about.

This multi-step, article-writing process will build on itself (conducting research, arranging and conducting interviews, writing a rough draft, etc.), making it imperative that your child keeps up.

Your support means so much, and I look forward to helping your child become an *even better* version of him/herself as they continue their journey between elementary and high school.

Sincerely,

Hillary Bernard

Journalism Teacher & Yearbook Adviser

**I have read the letter above and understand the routines and procedures for this class.**

***Parent Signature*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***