

Course Title: Yearbook (Spurs)

School: Crook County High School

Semester: I & II

Instructor's Name: Amy Duke

Contact

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Contact times: 7:45-8am & 3:17-3:30pm

Student Action Required:

Students will be required to sign up with Remind (text @ccyb18 to 81010) and to have access to their school Google email account in order to join the online Google Classroom. I will be using these applications to provide students with reminders, upcoming assignments, handout and assignment attachments (a document or pdf), additional resources, and to communicate with students regarding coverage for events and deadlines. We will be using Google Chromebooks and Google Classroom **DAILY** in class and outside of class, as needed to meet deadlines, and for turning in some assignments electronically. Students are required to come to class with their Chromebooks charged and ready to work every day; the yearbook publishing software is only available online.

Students will be required to use a camera (preferably a DSLR camera, but absolutely NO cell phone cameras) for all photography assignments. If needed, students can check-out a yearbook camera to complete assignments.

You will work with some very expensive, very delicate equipment. I expect you to follow all procedures with this equipment and to be responsible at all times. This includes not using the cameras/computers for personal, non-school use, and not allowing the cameras to be handled by someone who is not on staff. YOU are responsible for fixing/replacing any equipment that is damaged while checked out to you. If you are uncomfortable with this, you should use your own camera. Do not leave the camera unattended!!!

- Each staff member will use a **PRESS PASS** to get interviews and information in the hallways during the school day and at events. Misuse of this pass, such as giving it to other students or using it to skip class or just wandering the hallways, will result in loss of privileges and potentially loss of page assignments, and a zero for your grade.
- Missing other classes or class periods is only permitted with **PRIOR** permission of the classroom teacher. The teacher **MUST** sign a pass or email me. **YOU** are responsible for any missed work and/or penalties for missing class. I can only vouch for your presence in my classroom.
- Respect other students, faculty and staff members and their possessions.
- Fulfill the responsibility of your position. The editor(s) and I reserve the right to reassign you/remove you from the staff (the yearbook class) if you are not meeting expectations.
- Stay busy and don't slack! If you feel you have nothing to do, you are expected to help someone else, as there's always work, planning, or research to be done! Get creative! This isn't an "easy A" class where you show up and do nothing.
- Complete all deadlines on time (**NO LATE WORK WILL BE ACCEPTED**). If your story/ photos/graphics etc. are late and your extension has NOT been approved by the editor & me, you will receive a ZERO for your assignment. Deadlines are non-negotiable because we have a deadline with the publisher.
- You are a role model for other students as a member of the staff, both in and outside of the classroom. I will ask you to leave the staff if your behavior reflects poorly on the publication.

Course Description: Students are involved in creating the yearbook for CCHS (Spurs). The production involves: layout, design, photography (outside of class), ad sales, book sales, interviewing, copy-writing, proofing, editing, and publishing. Students will be learning the basics of digital photography with assignments focusing on composition, natural and artificial lighting, portrait, and action. In addition to yearbook jobs/assignments, students will be given other individual and group assignments including: photography assignments, a research project/project proposal, vocabulary, etc. Students will also learn business process and etiquette, journalism, marketing, and professionalism.

Learning Standards

Vocabulary: Increase word knowledge through systemic vocabulary development; determine the meaning of new words by applying knowledge of word origins, word relationships, and context clues; verify the meaning of new words; and use those new words accurately across the subject areas.

Informational Text: Demonstrate General Understanding of grade-level informational text across the subject areas.

Planning, Evaluation, and Revision: Pre-write, draft, revise, edit, and publish across the subject areas.

Writing: Communicate supported ideas across the subject areas, including relevant examples, facts, anecdotes, and details, appropriate to audience and purpose that engage reader interest; organize information in clear sequence, making connections and transitions among ideas, sentences, and paragraphs; and use precise words and fluent sentence structures that support meaning.

Conventions: Spelling – demonstrate knowledge of spelling, grammar, punctuation, and capitalization.

Materials:

Texts: *Workbooks provided by Herff-Jones

*Misc. articles relating to yearbook and photography

*Access to personal camera for assignments (outside of yearbook pictures)

-arrangements can be made to check out/borrow a yearbook camera (must sign responsibility form for equipment)

Film, Videos/ Other Electronic Media:

*Fast, Fun, & Easy Great Digital SLR Pictures

*Misc. informational and instructional videos

*www.yearbooks.biz

Course Title: Yearbook (Spurs)

Notification of the Right to Object to the Use of Materials

Any resident of the district may raise objection to instructional materials used in the district's educational program despite the fact that the individuals selecting such materials were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material. The first step in expressing objection is consultation with the classroom teacher or library staff and providing a brief written complaint. The staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally through the discussion of the original assignment or the opportunity for an alternative assignment. If not satisfied with the initial explanation or an alternative assignment, the person raising the questions will meet with a building administrator who, if unable to resolve the complaint, will provide a Request for Reconsideration form which will be given to the superintendent for action.

Evaluation (grading)

- Yearbook pages must be submitted to Mrs. Duke **complete, on-time, and free of errors.**
- Yearbook staff members (students in the yearbook production class) must be willing to work cooperatively with other class members. It is important to not only to help friends and group members, but all other members of the yearbook class. Teamwork is important in the yearbook class.
- As this is an elective credit, and all yearbook staff members are working on one final project (the yearbook), grading will also be based on the individual assignments given to each staff member. The assignments will be completed both as a group and individually. The point is to remember that getting the small jobs done well and on time will give the whole class better results.
- Students will also be graded on their ability to be professional in and out of class. Yearbook class mimics a business model in that jobs must be completed by the deadlines and error free; **late work is unacceptable. Not meeting the publisher's deadlines costs the school money.**

Grading Scale

100-90 A 89-80 B 79-70 C 69-60 D 59-00 F

An A Grade looks like this:

1. Complete page production pieces (photos, story, captions, editing, etc.) by due date. (See list of assignments below)
2. Participate in classroom activities.
3. Earn all participation points.
4. Take all exams/quizzes
5. Participate in outside-of-class page production activities.

Both students and parents can view his/her student's grades online. Grades online will be updated once a week. Students are responsible for all assignments and materials that they miss during an excused absence and it is the duty of the student to approach the teacher at an appropriate time. Please note *no participation points for class will be given if you're absent (excused or unexcused) ~ just like you don't get paid if you don't show up for work!

Deadlines for Yearbook must be met! Late work is unacceptable!

Attendance:

Even if you have an excused absence, all long-term assignments, including stories, photos and information, are due on the original date. No exceptions.

*****In addition, if you are scheduled to cover an event (i.e. a game) and cannot make it due to illness/emergency, etc. YOU (OR A PARENT) MUST contact me or an editor before class starts, so that we may find you a replacement. Failure to do so will result in failing the assignment**

Extra Credit Policy: No extra credit will be awarded.

Classroom Discipline Plan:

First offense: verbal warning, possibly sent to the hallway to 'cool off.'

Second offense: parent contact and possible detention

Third offense or First severe infraction of the rules: Office referral, parent conference, suspension, or removal.

Electronic Device Policy:

Students are required to keep their cell phone (iPod, etc.) put away (not visible) and silenced or turned off.

Cell phones are not to be used in class.

•Parents, please do not call or text your child during class. If there is an emergency, please call the school directly.

Passes for Bathroom and Drinking Fountain

I have **one** student hall pass. The pass is not allowed to be used in the first or last ten minutes of class. Additionally, students who abuse the hall pass will first be warned and then may have their pass privileges revoked in my class for the remainder of the semester.

Course Title: Yearbook (Spurs)

Cheating:

Cheating will result in a referral.

Parent Communication:

Please provide your email as the primary form of communication regarding absences, missing assignments, behavior, etc. I will respond to you within one business day.

Required Assignments

for ALL Students in Yearbook:

(Deadlines and point values will be assigned for each assignment throughout the semester)

Course Title: Yearbook (Spurs)

1. Each student will complete a weekly log of all in-class and out-of-class yearbook activities. Logs will be turned in each Friday for a participation grade.
2. Each student will complete and turn in 15 student interviews (up to three may be teacher/coach interviews)
3. Each student will write and turn in FOUR feature stories
 - a. Stories must be two paragraphs and error free
4. Each student must sign up to photograph a minimum of TWO events during the semester. These events should be associated with students' assigned pages, but can be other activities as well.
 - a. Submit event title, date, time, and place for assignments
 - b. Only one can be a "during school" event (pep assembly, homecoming parade, etc.)
 - c. 1-2 after school events (may include sports, concert, play, etc.)
5. Complete assigned yearbook pages by the deadline
 - a. layout with one dominant (larger) photo and multiple various sized photos
 - b. tag all students in photos
 - c. captions on all photos
 - d. headline for each page(s)
 - e. feature story for each page/section (proofread and edit errors)
 - f. you'll also receive a grade for the amount of time you're logged in and working on your page (I run a report that shows the number of hours you're logged in and working).

**Please complete and return the following information by
Tuesday, September 11, 2018.**

Period: _____

Parent Communication:

Please provide your email as the primary form of communication regarding absences, missing assignments, behavior, etc. I will respond to you within one business day.

Student's Name: _____ *Student Signature:* _____
_____ (please print)

Course Title: Yearbook (Spurs)

Date: _____

Please Initial:

_____ *I've read the digital syllabus for the Yearbook Class (located in the Google Classroom and/or the ParentVue Gradebook).*

_____ *My child has explained how Google Classroom will be used as the primary source for assignments and feedback.*

_____ *I have read, agreed to, and initialed the list of expectations and responsibilities, for both parents and students (see attached).*

Parent's Name: _____
(please print)

Phone: _____

Parent Signature: _____

Email: _____
(please print)

This yearbook is produced entirely by students in the Yearbook class in a learning situation, with an advisor to guide them. Students are responsible for layout, copy, and picture selection on each page. Unlike a lot of schools, our pages are sent to the publisher "camera ready," which means that all photos, copy, captions, and headlines are done primarily at school. Given the limitations of time and budget, it is our goal to give fair and equal coverage to all aspects of school life, September through April, which is our final deadline for a June delivery. Additional coverage for the supplement will cover events from April through June.

STUDENT/PARENT CONTRACT - PLEASE READ, REVIEW, AND SIGN & RETURN BY Sept. 11th

Yearbook is a course in Life. In yearbook, the muscles INTEGRITY and RESPONSIBILITY are exercised. This is not a course where late work can be accepted.. A student failing to meet a deadline can affect the delivery date and cost of a the yearbook and will not pass the class. Yearbook is not an "easy A class." Yearbook is a course that promotes self-responsibility, cooperation with real-life consequences, independent thinking, time management, commitment to a long-range goal, confronting the unknown, and delivering work that is PERFECT. The yearbook class operates as a business and students should consider themselves employees. To create the best working relationship between all those involved, it is important that we all agree on a given set of consistent expectations from the beginning.

Please consider the following expectations and **INITIAL each** of those with which you AGREE.

PARENT _____ I understand that my child will need to devote time outside of class to the completion of assigned tasks outlined in the job description.

Course Title: Yearbook (Spurs)

PARENT_____ I Understand that my child will be working with specialized equipment and supplies (including DSLR cameras, flashes, and computers) and will be held responsible for any damage and/or waste, due to negligence.

PARENT_____ I Understand that there are deadlines during the months of October-April. agree that my child will complete all assigned work for each deadline. **Deadlines not met will result in an “F” grade for the class.** Deadlines will be assigned in Google Classroom and/or HJedesign (yearbook website).

PARENT_____ I understand that my child will be expected to attend and photograph after-school event(s) (i.e. football games, school play, concerts, dances...) and this will be a grade for the gradebook.

****I understand that my child’s transportation is my responsibility.***

STUDENT_____ I understand that while on assignment, I must behave responsibly at all times, reflecting the best of myself, the yearbook staff, and that school.

STUDENT_____ I have been made fully aware that I am required to devote time outside of the normal school day, in order to complete assigned tasks by deadline times. I commit myself to making those times available.

****In order to pass the class, students MUST meet deadlines designated Mrs. Duke & Herff Jones Publishing.**

STUDENT_____ I understand that it is my responsibility to cover any events when assigned to do so. **In the event that I am unable to cover an event, I will make arrangements with another qualified staff member to cover my event, with the approval of the adviser and co-editors.** Failure to do this could leave a blank page in our yearbook and a zero in the gradebook. Coverage of events is required.

STUDENT_____ I understand the importance of publications’ equipment and supplies and pledge to treat them with respect. Should I neglect and/or abuse the materials, I will repair or replace them.

STUDENT_____ I agree to market yearbook advertisements to local businesses, to sponsor our school.

Attached is a list of assignments students must complete before deadlines during the semester. Failure to complete any tasks will result in a zero in the gradebook and possibly failing the class.

Parent Name: _____ **Signature:** _____ **Date:** _____
Please Print

Student Name: _____ **Signature:** _____ **Date:** _____
Please Print