**Hopewell High School**

**Welcome to Yearbook!**

**2016-2017 School Year**

**Instructor & Contact Info:**

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**Course Description:**

In this course, students will gain skills in one or more of the following areas: page design, advanced publishing techniques, copy writing, editing, and photography while producing a creative, innovative yearbook which records school memories and events. There is an emphasis on journalism skills in this class! Participants gain useful, real world skills in time management, marketing, teamwork, and design principals.

Students will be given challenging real world projects and assignments typical of the graphic design and publishing industries. High quality work is expected and students will be given opportunities to redo work until it meets standards specified during instruction. Classroom activities will include reading, research, projects, and problem solving. Students will often work in teams, but will be expected to complete individual assignments in relation to the team’s work.

**Course Goals:**

* Students will learn publishing industry terminology.
* Students will become familiar with Design software.
* Students will work with various types of technology to produce a book of memories such as digital camera, computer, and scanner.
* Students will apply computer skills and design principles to the production of yearbook pages.
* Students will learn copy-writing techniques.

**Class Requirements (Students will):**

* Complete all assigned pages
* Include names of every person on every photo
* 100% names spelled correctly
* Design to the proper specifications
* Follow the correct theme
* Shoot (take pictures) as assigned
* Complete all miscellaneous assignments and projects
* Sell the required amount of business ads

**Assessment:**

Formal: Page Production (70%)

Informal: Participation (30%)

Participation Points will not be added to the grade book until quarter and semester grades are due.

**Grading System**

**D Grade**

1. Complete page production
2. Participate in classroom activities
3. Successfully calls 5-9 businesses for Business Ads complete with business signature\*

**C Grade**

1. Complete page production on time
2. Participate in classroom activities
3. Earn all participation points.
4. Successfully calls 10-14 businesses for Business Ads complete with business signature\*

**B Grade**

1. Complete page production on time
2. Participate in classroom activities
3. Earn all participation points
4. Take all exams/ quizzes
5. Successfully class 15-19 businesses for Business Ads complete with business signature\*

**A Grade**

1. Complete page production on time
2. Participate in classroom activities
3. Earn all participation points
4. Take all exams/ quizzes
5. Participate in outside-of-class page production activities
6. Successfully calls 20 or more businesses for Business Ads complete with business signature\*

*\*Students must furnish a signed business card as proof that he/ she successfully called on said business. This criteria must be completed BOTH first and second semester.*

**Grading:**

90-100 = A

80-89 = B

70-79 = C

60-69 = D

<60 = F

**Participation Points**

10 Points:

* On time to class
* Excused Absence with alternate plans for assigned task
* All materials ready for class
* Full participation

5 Points:

* Excused Absence with no alternate plans created for assigned task
* Tardy to class

0 Points:

* Unexcused Absence with no alternate plans created for assigned task
* No materials for class
* Disruptive or off-task behavior

Points will be subtracted for disruptions or off task behavior. It will be assumed that you are having a hard time and you need a reminder to respect the classroom environment. A verbal reminder of the appropriate behavior will be given to you. It will be your signal that you are in charge of your own behavior. If you choose to continue to disrupt the class, you will be asked to move seats. If you can manage to get back on track, there will be no consequences. Further disruptions to the learning environment may require extra time in practicing appropriate classroom behaviors before or after school.

**Attendance and Tardy Policies:**

* When a student is absent from school, he/she should bring a note from his/her parent, guardian, or health care professional within forty-eight (48) hours to the Attendance Office. Absences are excused (with verification) for student illness, medical appointments, death in the immediate family, court proceedings, or quarantine.
* **A student missing more than 10 days must participate in Recovery.  Students may recover absences by class during after school tutorials, Saturday Academy, Extended Day or with an individual teacher during non-school hours. Students will need to recover time by course under the supervision of a licensed staff member. Students will need to recover excess absences “hour-for-hour” or by completing work approved by the instructor that equals the amount needed for recovery. Failure to do recovery will result in the student receiving a grade of “F” for the course.**

**Out of Class Participation:**

Students are expected to participate in outside of class time activities. To produce a complete yearbook, students will be required to attend school activities to take photographs and gather information to be used in the yearbook. Due to the nature of publishing deadlines, students will be expected to work periodically after school and on Saturdays to meet publishing deadlines.

**Late Work:**

Due to the nature of publishing deadlines, late work cannot be accepted. Any work turned in after the deadline will be granted no credit.

**Expected Behaviors:**

* Be on time daily
* Participate and complete classroom Activities
* Participate in all out of class activities and assignments
* Use appropriate language and behaviors
* Cooperate with others
* Show respect and courtesy toward all students, staff, and guests
* Follow safety rules and procedures
* If you are having a bad day, tell me before class starts so we can problem solve

**Commitment Contract**

By signing the commitment contract, parents/ guardians, students, and the advisor agree to:

**Parent/Guardian:**

* I grant permission for my child to work on yearbook-related errands in the community outside of school hours.
* I understand that my child will need to devote time outside of class to the completion of assigned tasks.
* I understand that my child will be working with specialized equipment and supplies and will be held responsible for any damage, loss, and/or waste due to negligence.
* I understand that if my child is going to be absent that he/she needs to make arrangements for his/her out of class duties to be covered.
* I understand that my child will be responsible for assisting with financial aspects of the publication including book and advertising sales. This may be used as part of the class evaluation criteria.

**Staff Member:**

* I pledge to behave responsibly reflecting the best of myself, the staff, and school when on staff-related assignments in the community.
* I have been made fully aware that I may be asked to devote outside time in order to complete assigned tasks outlined in job descriptions for deadlines. I commit myself to making those times available.
* I understand the importance of the publications’ equipment and supplies and pledge to treat them with respect. Should I neglect, lose, and/or abuse the materials, I will repair or replace them.
* I understand the importance of my being in class daily. For whatever reason, when absent, I will email the advisor to report my absence so alternate plans can be made to meet deadlines.
* I understand that I may be asked to help with the financial commitment of the publications including advertising and yearbook sales and other fundraising.

**Advisor:**

* As advisor, I understand that a staff member has other obligations and responsibilities. Therefore, I will work individually with each staff member to make sure that he/she fully understands the commitment that is being made prior to assuming a responsibility. I want an open line of communication between staff members, editors, parents, and me.

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

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_