Everett High School

**Publications/Yearbook**

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Office Hours – 7:00-7:30am, 2:00-2:30pm

**Course Description**

Publications/Yearbook is a production class that pulls together a variety of skills. Students learn how to produce a publication a student-directed environment. The work done in yearbook class will probably be the only work that you will keep after you leave high school. As a member of the yearbook staff, you are now a part of that tradition and have joined in the responsibility of producing the 2019-2020 Nesika Yearbook and making it the best yearbook ever.

**Course Materials**

* Walsworth Online Design Software
* *Online access for course materials*
* *Walsworth Yearbook Blueprint*
* *Organized Notebook (or section of notebook)*
* Charged laptop device

**Course Objectives**

*Journalism Basics:*

* *Students will be able to understand basic journalism rights and responsibilities in order to practice appropriate news and photography gathering techniques in order to avoid legal charges of libel, slander, and invasion of privacy. Students will also understand the concept of bias to insure that yearbook coverage is fair and balanced.*

*Basic Camera Operations:*

* *Students will be able to understand, describe, and demonstrate how to use the various features on a basic point and shoot digital camera.*

*Interviewing Skills:*

* *Students will understand and demonstrate effective interviewing techniques.*

*Feature Writing:*

* *Students will be able to understand and demonstrate what elements are important for writing an engaging feature story.*

*Layout/Desktop Publishing Software:*

* *Students will learn and apply basics of desktop publishing software to place and manipulate text and graphic elements in producing the school yearbook.*

**Classroom Expectations/Management Plan**

The purpose of the Behavior Management Guidelines is to foster a safe, positive environment for learning by teaching the practice of self-discipline, citizenship skills, and social skills.

*Be present, be kind, and be productive.*

*An incident results when a student’s behavior interferes with the learning process.*

1. *First incident:*
	1. *Conference with student,*
	2. *Parent contact, and/or*
	3. *1-2 Detentions*

*\*Any combination of the above*

1. *Second incident:*
	1. *Conference with student,*
	2. *Parent contact, and/or*
	3. *2-3 Detentions*

*\*Any combination of the above*

1. *Third and any further incidents:*
	1. *Conference with student,*
	2. *Parent contact, and*
	3. *Administrator referral*

**Grading**

Students and parents can access grades online through the LMS system. Grades should be checked weekly for most current class status. For information or to log in, go to <http://lmsinfo.everettsd.org>

*The ultimate evaluation or grade in yearbook class is the final product when it is delivered to our customers and meets their satisfaction. However, to determine the “grade” that appears on your report card, I consider meeting deadlines, and attendance in addition to class work. This is one class where* ***SUCCESS DEPENDS ON EVERYONE DOING HIS/HER JOB*** *- if the picture is not taken or information isn’t gathered or copy written, a deadline may be missed and that reflects on the entire staff. A team effort is required and therefore, a cooperative, responsible attitude is essential.*

*Attendance is extremely important. All copy and layouts should be ready to check on by all posted deadlines. Allow yourself plenty of time to rewrite copy, process photos, gather scoreboards, etc. Plan on unforeseen complications-equipment malfunctioning, coaches being absent, students not identified in pictures, etc. All cause delays, which affect the delivery date of the yearbook. Missing deadlines results in not getting our yearbook in time!*

***DEADLINES ABSOLUTELY, POSITIVELY MUST BE MET.***

*Grading is based on your ability to perform the required tasks, on time, with minimum supervision. Human nature is such that some people do the bare minimum to get by while others go above and beyond. It is not fair that both types of individuals that complete a deadline receive the same grade if one puts in much more effort. While there may be some free time in which to work on the computer or homework, it is your responsibility to make sure that all class related responsibilities are completed FIRST. Your grade will be affected if time management becomes a problem.*

***Grading Scale (%)***

***A*** *93-100* ***C+*** *77-79*

***A-*** *90-92* ***C*** *73-76*

***B+*** *87-89* ***C-*** *70-73*

***B*** *83-86* ***D*** *60-69*

***B-*** *80-82* ***F*** *Below 60*

*70%* Summative: Deadlines

*30%* Formative: Class assignments, business ad, homework, and group work

*0%* Record Keeping

*Additional support is available after school or by individual appointment.*

**Absence/Make-up Policy**

School rules regarding tardies, absences and excessive absences will be enforced. Please refer to the student handbook.

***By nature, yearbook is deadline driven. Students will not receive full credit for late work.***

**Academic Honesty**

At Everett High School we value honesty and integrity of work. Cheating on tests and homework by copying other people's work is not acceptable. Making copies of someone's computer files is also considered cheating. When you cheat, you will receive a failing grade for that learning activity. Cheating also includes the aiding and abetting of cheating by others.

Plagiarism, the act of borrowing another author’s work without crediting that author and thereby implying that it is one’s own, is academically dishonest and a form of cheating. Students found cheating or plagiarizing will be referred to school administration.

**Contact Information**

*Please feel free to call me during office hours (or leave a voicemail at all other times), email me any time, or meet with me during office hours.*

**Course Specific Information**

*Students are assigned positions of various degrees of leadership and responsibility. Students are also assigned the responsibility of design, layout, and completion of a certain number of pages in the yearbook. Great importance is placed on the ability to complete layouts before the deadline with minimum supervision. Many projects are performed in groups or partnerships emphasizing cooperation and teamwork. Responsibility for organizing personal time and duties is essential to the success of the yearbook.*

*YOUR RESPONSIBILITY AS A MEMBER OF THE YEARBOOK STAFF IS TO (1), MAKE DEADLINES AND (2) TURN OUT QUALITY PAGES. What is your biggest enemy? Wasted time! Even though your deadline is four, six, or even eight weeks away, if you use your time wisely, you will find that there is enough work to do to keep you working every class period.*

*The Yearbook Class requires a large degree of participation, responsibility, and maturity on the part of the students, who will have to be self-starters, to be organized, and to be committed to a quality product. The yearbook is an expensive product that will be referred to in future years; as such, the students who produce it must be prepared to go the extra mile. This may entail coming in to class on a Saturday, when production deadlines near, staying after school or through lunch when necessary, and covering events after school, some of which begin as late as 8 o’clock. Further, due to the nature of the course, students must be problem solvers, they must be able to overcome the frustrations and setbacks inherent in production classes, and they must be able to work effectively and efficiently with others, often without direct adult supervision. If the student is unable or unwilling to meet these expectations, please consider changing to another elective class.*

*Due to the nature of this class, and the enormous responsibility placed on producing the yearbook, trust and reliability are essential. WE MUST BE A WORKING TEAM. Any abuse of the freedoms, trust, and responsibility placed on students in this class may result in a student being removed from the annual staff. The following can and will result in your removal from yearbook staff for the rest for the year: constant bickering; being unable to get along with your classmates; damage to computers or other equipment; theft; willfully not doing an assignment and taking a lower grade; willfully disobeying the teacher or substitute teacher.*

*General Class Rules*

* *You must have your photo ID (Yearbook pass) with you when you leave the room during class. You must get permission to leave the room during class from the Adviser and sign out. Any student abusing this right by disturbing other classes, excessive sign-outs, or by wandering without purpose will lose their privilege to leave the classroom.*
* *When you move something put it back where you found it before you leave. Do not waste materials. If there is a problem, ask for help. No computer games whatsoever. There is always something to be done.*
* *The expectation is that you will be in class every scheduled workday working from bell to bell. You will be expected to work on your yearbook assignment during class time.*
* *Claiming the work of someone else is dishonest and can be grounds for your removal from the yearbook staff.*

**Yearbook 121 ALT**

**Mrs. Kristin Price**

Semester 1, 2019-2020

A - 306

**Signature Page**

Parent/Guardian/Student, we look forward to partnering with you in the education of your child. The above information is being provided to you in an effort to increase our communication with you about what is happening in school. It is important to us that you be well informed and therefore an active participant in the educational experience of your son or daughter. Our mission is to graduate all of our students ready for college, career and citizenship, but we cannot do this work alone. Thank you for reading this course syllabus. After reading the syllabus, please sign below.

I have read, I understand, and agree to the terms outlined in this syllabus. I agree to meet all deadlines and complete all assigned work to the best of my ability. I understand that at times, I will be required to work outside of class to meet the academic and performance requirements of the Nesika Yearbook class.

Student Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Parent Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Contact Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Digital Camera/Technology Usage**

Students are expected to be responsible for school-owned equipment used in yearbook including: digital cameras, SD cards, batteries, scanners, computers, and software. I understand that my child will be required to pay for lost or damaged equipment. Computer equipment must be cared for in a businesslike manner and misuse will not be tolerated.

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Parent/Guardian Signature Date

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Student Signature Date