**Syllabus**

**Yearbook**

**Mr. Rogalski**

**2015-2016 Chaparral High School**

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**Course Description:**

Yearbook will focus on the planning, creation, selling, financing, and distribution of Chaparral High School Yearbook. The finished product will be completely student-generated. The fundamentals of yearbook journalism include coverage of the year’s events, ethics, writing story copy, writing captions, creating sidebars, and photojournalism. Yearbook design includes creating aesthetically pleasing layouts, using enhancing graphics, and effectively using color. Integral to yearbook journalism is developing and carrying out a theme, both verbally and graphically, that suits Chaparral High School. Work outside of normal classroom hours will be necessary for this class.

**Course Objectives**:

Students will

* Develop an understanding of the academic vocabulary associated with creating and publishing a yearbook.
* Demonstrate effective communication skills; oral and written.
* Develop and apply basic journalism skills.
* Design aesthetically pleasing layouts, fluent copy and captions, and a consistent theme.
* Learn basic photography skills needed to record images that tell a story as well as a document an event.
* Understand and employ the ethical decisions inherent in making a yearbook.
* Develop an understanding of the yearbook business while participating in the gathering of business ads.
* Take responsibility for themselves, assist others when needed, and represent the yearbook staff in a positive way in the school community.
* Meet all deadlines in a professional manner.

**Classroom Materials:**

* Pen or pencil
* Three-ring binder
* Notebook paper
* Flash (jump/thumb/USB) drive
* G-mail account

**Classroom Rules:**

a. **Respect:**

* Use appropriate language- remember you are at school
* Say Please, Thank You, and Excuse Me
* Respect each others’ opinions and ideas
* Treat others as you would like to be treated
* Wait and listen for directions
* Please put all trash and gum into trash receptacle
* Please remove your hat before entering classroom

b.  **Responsibility:**

* Be Prepared for class- bring all supplies needed for class
* Turn homework in on time- meet all deadlines
* If absent check with a classmate for missed assignments
* Check board for daily agenda items
* Be on time to class, ready to work, and stay on task
* Keep all toys, make-up… where they belong, at home or in your backpack, or they will be confiscated and given to the office
* Please silence and place your personal electronics face down on the front corner of your desk. They may be used for educational purposes at my discretion, anyone caught using their personal electronics for personal use will have it confiscated and given to the office.

c.  **Rigor:**

* Give 100% on all assignments
* Achieve 80% or higher on all assessments

**Grading Policy**:

Chaparral utilizes standardized grade weights and points in order to determine a student’s overall grade. The weights are as follows:

Summative Assessments/Projects: ~50%

Quizzes: ~ 20%

Classwork: ~15%

Journal/Binder: ~15%

Chaparral High School currently works off of a Minimum F policy. This means that the lowest grade a student will receive is a 50% for the quarter/semester.

Productivity**:** This includes (but not limited to) returning to class on time, correctly signing in and out of class to interview, correctly signing in and out cameras, editing your own and other students’ pages, using time constructively, participating in brainstorming, having a positive attitude, cleaning up room, filling out weekly reports and keeping your three-ring binder organized.

Updated Semester 2 – 2016

* Daily grading procedure:
  + Unproductive/Missing Days: -10 Points

Ad Sales:As a member of the yearbook staff, you are required to sell one ad. You will be trained on how to sell ads.

Assignments:Students should expect some assignments other than their jobs on staff. These assignments will be designed to improve students’ abilities in areas of design, copy writing, teamwork skills, etc. Some of these assignments will include activities. Some will be pass/fail, will others will have point values.

Quizzes & Tests: While the majority of yearbook is dedicated to the completion of a final product, there will be occasional quizzes and tests designed to assess students’ knowledge and abilities of the topics covered throughout the school year.

Deadlines:Every component of yearbook production has a deadline: feature story writing, rough and final drafts, captions, photos, ad sales and page completion. Grading criteria and deadlines for these areas will be distributed out to staff members and posted in the room. You are responsible for keeping track of your own personal deadlines. Meeting these deadlines and meeting them according to yearbook standards is essential to a great yearbook and your grade.

**Classroom Procedures:**

Homework: Homework is always due at the beginning of the next class unless otherwise specified. All late work will lose 10% for everyday it is late, with a maximum loss of 4 points or 40%. No late work will be accepted after one week from original due date. Any student who fails to complete 2 or more assignments will be placed into Friday school. All makeup work will be collected at the end of Friday school and placed into my mail box in the office.

It is highly recommended you copy the agenda down daily and keep track of due dates, as turning in your work on time is your responsibility. You may also check the class website for any updates and homework assignments. I must be able to read your handwriting; if your homework is sloppy or eligible it will be returned to you and you will be required to rewrite it legibly.

Absences: Please avoid missing school; make-up work is your responsibility.

Make-up Procedure: You have one calendar day for each day you are absent to make-up your work. This includes quizzes, exams, video presentations, oral presentations,… It is your responsibility to get your assignments and to make any needed appointments. If you are involved in extracurricular activities or you know you are going to be absent, it is your obligation to get assignments and make appointments in advance. Please check the class website for missed homework assignments.

Assignments and Assessments: The points fixed to all assignments and assessments are at my discretion. Talking and/or cheating during any quiz or test immediately earns a 0 mark. Formative assessments will be given at the conclusion of each standard. A student who does not show proficiency, an 80% or higher, may be required to attend Friday school until standard is mastered.

Writing Assignments: All articles and research papers must use the correct formatting (MLA or Associated Press). If you type your article using another word processing software suite it is your responsibility to ensure it is uploaded into Google Drive/Cloud. Please remember to give the original author credit as needed as plagiarism is illegal and will earn you a 0 mark and disciplinary action will be taken. A list of your sources must be attached to your article along with your source verification document, completed and signed by your source. All writing revisions are due one week from the date it is returned to you. If you fail to complete a writing assignment, original or revision, you may be placed into Friday school until assignment is completed.

**Behavioral Expectations:**

In order for you to accomplish your pages, you will on occasion have to leave the classroom. Thus, we have to able to trust you not to abuse this privilege in any way. Pairs or groups are not necessary when leaving the classroom. If at any time you abuse your privileges, you will lose them. In such a case, any interview or photograph will have to be done on your own time. It will also mean that your grade is affected. If you have time to goof off, either you haven’t set appropriate goals for the week or you will not be accomplishing them. Any extra time you have is spent helping others.

Class rules will be carefully discussed with students. In general I expect all students to follow any rules of CHS. Further, I expect my classroom to be one of respect. Students will respect my right as a teacher to teach and other student’s right to learn, i.e. arriving on time, not causing distractions in class, raising their hand before speaking, and in general being respectful of everyone in the class.

Progressive Discipline:

1. Verbal Warning
2. Student/Teacher Conference
3. Call Home
4. Dean’s Referral

In turn a parent can also expect calls home for their student’s successes. I believe that parents should remain keyed in to the great things their students are doing and will work diligently to keep them updated.

**Staff Complaint/Dispute Procedures:**

Concerns, problems and disputes should be respectfully directed to the editor-in-chief who will attempt to correct the problem or resolve the dispute through discussion with the affected parties. If the editor determines that the situation requires further intervention, the editor will notify the adviser who will determine the appropriate course of action. If a staff problem is brought to the attention of the adviser directly without editor involvement, the adviser will first refer the staff member to the editor for rectification. If the problem is determined by the adviser to require further attention, the adviser will notify the appropriate members of administration for further advisement.

**Please complete this page and return to school by**

**September 4, 2015**

Acknowledgement of Course Expectations

*Study Skills*

We have read and discussed the course description and expectations.

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Student’s name [last, first] Student’s Signature

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Parent Name Parent Signature

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Home phone Work/Cell phone

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell me something about your child. How do you think your child learns best? How do you assist your child with schoolwork when you can? What makes your child unique?