

Randleman High School Yearbook Syllabus
Ms. Davis – Room B3

This course helps produce the Randleman High School yearbook. In this course, students will gain skills in the following areas: page design, publishing techniques, copy writing, editing, photography, record keeping, time management, teamwork, marketing, and leadership. Students are tasked with completing a timeless, creative, and innovative publication which will record our school's community, memories, and events.

Participation:

YOU are extremely important to the success of this year's book. You will be held to high expectations as your work will represent our school for years to come. This is not just a class; it is a **BUSINESS!** Time outside of class will be required for interviewing, reporting, and photographing various school and community related activities.

Materials Needed

- 1-three ring binder with divider tabs
- Loose leaf paper
- Pencils, pens (blue/black)
- Flash Drive
- School issued computer

Grading Scale

The following grading scale will be used in the course; however, individual assignments will be weighted at the teacher's discretion. The following scale applies to each nine-week grading period:

Percentages

Major Assignments	60%
Minor Assignments	40%

Randolph County Policy:

**Final Exam is 25% of semester grade
each 9 weeks grade is 37.5% of semester.**

Tutoring Opportunities

I am available during my office hours on Monday through Friday from 11:20-1:20. I am also available most any Monday, Wednesday, and Thursday after school until 4:00. Please give 24-hour notice when you plan to attend tutoring so that materials can be prepared for your success. Online tutoring is available to all students on an as needed basis and will require notification as well.

Classroom Policies

- **School-wide tardy policy** dictates that excessive tardiness is not acceptable. Students should become familiar with the policy as it is laid out in their student agendas.
- **Academic dishonesty and/or plagiarism** earns a zero on the assignment with no chance to re-do and parent contact. Second offense results in office referral.
- **Late Work and Make-up Work** hinders the development of the yearbook. Due to the fact that deadlines and timeliness are essential aspects of the success of yearbook, missed deadlines will cause you to receive a poor grade. Any page or related assignment that fails to meet a deadline provided by our publisher will only receive half credit at best. Any spread that is not complete by the second class after the deadline will receive no credit at all. When you are absent you are still expected to get your yearbook work done---deadlines wait for no one! If you need help, it is your responsibility to find a classmate willing to help you by either exchanging deadlines or helping you complete your tasks of their own free will.

Need to Know

Grading:

- 25%- Bi-weekly photo submissions
- 25%- Scheduled event attendance
- 25%- Completion of assigned spreads
- 25%- Evaluations (both self-evaluation and progress evaluations)

Objectives/ Goals:

- **Produce a high quality publication**
- **Lear and use publishing industry terminology**
- **Work with various types of technology to produce their publication**
- **Apply computer skills and design principles to the production of yearbook pages.**
- **Learn copy writing techniques.**
- **Collaborate with classmates and work as a team.**
- **Develop time management skills to meet production deadlines.**
- **Deliver a high-quality product to the staff and students on time.**

Topics/ Units Covered:

Intro to Design/Publishing
Journalistic Writing
Photography/Editing Images

Intro to Equipment
Leadership/Teamwork
Layout

Yearbook Avenue
Marketing
Editing

Classroom Policies and Expectations

Class Rules

***All school rules take precedence over classroom expectations.**

The most important rule students will follow inside my classroom or in relation to my class is that of RESPECT. I require you to treat yourself and others with the highest level of respect possible. Your opinion and those of your classmates are extremely valid and will be treated as such. If students cannot maintain a level of respect at all times then disciplinary action will be taken.

- Respect includes all of the following but is not limited to:
 - No talking while someone else is trying to speak.
 - No cut downs or mocking.
 - No laughing at any student for any reason that the student did not intend.
 - No lewd gestures or comments.
- 1. Be respectful:
 - a. Do not speak while the teacher or another student is speaking.
 - b. Keep your hands and personal items to yourself.
 - c. Respect other people's property.
 - d. Respect other people's ideas or opinions.
- 2. Be responsible:
 - a. Bring all materials to class (pencils, paper, folder, and books).
 - b. Turn in all assignments on time.
 - c. Ask questions when necessary. There is no such thing as a stupid question.
 - d. Leave your cell phone and other electronic devices off and in your bag/pocket.
- 3. Be productive:
 - a. Complete assignments in a timely manner.
 - b. Do your personal best.
 - c. Stay on task.
- 4. Behave:
 - a. Stay in assigned seats.
 - b. No roughhousing.
 - c. No name-calling.
 - d. No throwing of any objects.
 - e. Be positive and strive to do your best at everything you do!!!

AS LONG AS YOU TRY YOU WILL SUCCEED!!!!

- 5. Follow **ALL** school rules

As your teacher I will do my best to ensure that all students are treated fairly and without favoritism. I will follow these rules just as you do and will make sure that you have a safe and productive learning environment. If you ever feel that there are issues that need to be addressed within our classroom, please feel free to discuss these with me **before or after** class.

Class Procedures

To ensure that our classroom runs smoothly, maintains discipline, and most importantly provides a solid education for you, there are procedures that must be followed on a daily basis.

Entering the Classroom:

- ❖ Arrive to class on time.
 - If you are late, you must get a tardy pass from the office. **No exceptions.**
- ❖ Leave all conversations and goofing off at the door.
- ❖ Go directly to your seat and sit down.
- ❖ Get out all materials needed for class that day and begin your bell ringer.
- ❖ If you finish your bell ringer early, get out a book and begin to read.
- ❖ Roll will be taken during this time and entered directly into PowerSchool and my personal grade book.

Leaving your seat:

- ❖ Moving around the room must be done respectfully or this privilege will be taken away.

Talking in Class:

- ❖ Raise your hand to ask or answer questions.
- ❖ When doing group work, you must use a 6-inch voice and talk only about the subject at hand or you will be removed from your group.

Collecting Student Work:

- ❖ Student work must be passed to the front of the room when asked for.
- ❖ Students should not lay any work on my desk without being asked to do so. It may get lost and if it gets lost, it doesn't get graded.
- ❖ If work does not get passed in when asked for, then the work will not be collected.
- ❖ Handwritten papers/daily work must have the following headings:

Full Name (first and last)
Block
Date

Testing:

- ❖ There should be absolutely no talking after tests/ quizzes have been handed out until permission is given to do so.
- ❖ Once you have finished testing, you will either read or work on an assignment given to you.
- ❖ Even if your test is turned in, you will still receive disciplinary action for any talking or use of any electronic device while testing is still taking place.

Property:

- ❖ If it does not belong to you, do not touch it without permission. This includes my personal work space and items located within that space.
- ❖ Do not write on any surface of my room outside of your notebook paper and any worksheets/test given. This includes student desks, chalk boards, white boards, walls, etc.

Electronics:

- ❖ Electronics are not allowed on campus during the instructional day for purposes beyond educational use. Therefore, electronics will not be allowed in this classroom unless used for instruction/student work.
- ❖ Please see student agenda for the consequences of a device being used outside of acceptable parameters.
- ❖ You are responsible for your school issued Chromebook. You must bring your device to class every day fully charged.

Food:

- ❖ Any food or drink, other than water, is not allowed in the classroom. Students are encouraged to eat breakfast/lunch before coming into the classroom. The discipline process will be followed for students who do not comply.

Leaving the Classroom:

Students should be in class from bell to bell. This means that you need to use the restroom, get water, and wander around before class begins. Students will only be allowed to leave in the case of an emergency, when needed in the office, or if the proper tickets out of class are presented. If a student is allowed to leave the classroom, he or she must sign out and take the designated pass with them.

All information found within this syllabus is subject to change by Ms. Davis when needed. This includes curriculum, rule, and procedure changes. Changes only will be made to benefit the class as a whole.