**Yearbook**

Centennial Middle School

Miss. Soerensen

**801-370-4621 ext. 1392**

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Welcome to Yearbook Staff! This is an 8th grade application class only, so you were chosen because I feel you are an accountable and hardworking student. You will be expected to meet strict deadlines, produce exemplary work, show maturity and have fun.

This class will teach you how to use all of your academic skills in a real-world context. Writing, design, business, technology and communication combine for a uniquely beneficial class that yields skills necessary for success in college and beyond.

Students will also be using Chromebooks in my class in order to be able to prepare and complete the various assignments I have given them.

**Suggested Course Materials**:

* Writing Notebook
* Reading book (this can be from other classes or personal interest)
* Pencil/Pen
* Folder with pockets

**Major Assignments:**

* In class worksheets/assignments
* Presentations (Individual/Group)
* Minor Deadlines
* Major Deadlines
* School Yearbook

**Grading Scale**:

A = 93-100%

A- = 90-92%

B+ = 87-89%

B = 83-86%

B- = 80-82%

C+ = 77-79%

C = 73-76%

C- = 70-72%

D+ = 69-67%

D = 63-66%

D- = 60-62%

I = 59% or less

\*Citizenship is graded based on a student’s ability to follow classroom rules and turn in required work on time. I am very aware that each student is unique and may require more time to complete work, this accommodation will be applied as needed.

**Grading Policy:**

* Major deadlines are rarely controlled by the advisor but are rather controlled by the printing plant. When these deadlines are missed, it may add additional costs to the production of the yearbook that can affect the overall success of the yearbook long term. With that in mind, these deadlines **CANNOT** be missed and, if they are, will result in grade consequences for the editors and staff members. Students will receive 100 points for making the deadline, every day it is late 10 points will be taken off.
* Minor deadlines are controlled by the advisor and serve as ways to minimize the negative impact major deadlines can have on morale. Minor deadlines allow the staff to copy and edit materials and to ensure overall product quality. Missing minor deadlines, while not necessarily cost-prohibitive, still can affect the publication’s ability to meet the final deadline, and therefore should be taken as seriously. Students will be awarded 50 points for turning in but will lose 10 points for each day the spread is late.

**Attendance & Commitment:**

* The class is a business and as in industry, time is money. Editor and Staff members must pay attention to their attendance and be committed to creating an exceptional product. As such, it is each staff member’s responsibility to ensure that their work is completed on time and that any pre-planned absences have been made known to the advisor at least 2 weeks in advance.

**Multimedia Policy:**

* Editor and Staff members are expected to follow school and district Internet policies in the classroom. Computers are for yearbook use only and not for other non-yearbook related business. Any misuse of computer equipment will result in an automatic exclusion from computer privileges in the classroom for the remainder of the current deadline cycle. And depending on severity of the misuse will result in discussion with the school administrators. Students’ grade will reflect any work that is not submitted.
* Using multimedia for digital communication (i.e., text messaging, social networking, etc.) or gaming of any kind is prohibited, unless directed otherwise by the adviser.
* Editor and Staff members will have access to digital cameras throughout the creation of the yearbook. Because the equipment is fragile and expensive, staff members take responsibility to make sure that it is used properly and returned undamaged. Digital cameras left unattended or lost may result in the loss of privileges for that staff member. At any time throughout the year, staff members are welcome to use their own digital cameras rather than borrowing yearbook equipment. If a yearbook camera is damaged or lost while in the staff members’ possession, that student will be responsible for the partial or full cost of replacing the equipment (based on an appropriate retail value). When a student has the camera signed out, only that student should be using the camera and only pictures appropriate for the yearbook should be taken.

**Press Passes:**

* Press Passes should be used responsibly at all times. A press pass must be worn and visible any time a editor or staff member leaves the room during class, visits another classroom. Press passes will also grant access to athletic/academic/fine arts events and must be worn and visible at all times during the event. Editor and Staff members attending these events must be working on a story and must be able to provide proof of work. Staff who abuse the press passes will be required to surrender the pass for the remainder of the deadline cycle and will be responsible to complete tasks as usual.

**Dismissal Policy:**

* Students not fulfilling their duties as members of the team will be subject to undergoing the discipline referral system. Removal from any appointed position on the yearbook staff may result in a failing grade, removal from class or alternative assignments that may not be included in the yearbook.

**Time Commitment:**

* There are going to be days that students will need to come before school, after school and even on weekends. This will either be for training or to finish spreads for deadlines. This was one of the requirements on the application for this class.

**Students with Disabilities:**

* If you have any disability that may keep you from successfully completing this course, please let me know. Academic accommodations are granted for all students who have qualified, documented disabilities. Services are coordinated with the student and instructor through the main office.

**Tardy Policy:**

* Tardiness are not acceptable. You are considered tardy if you are not in your seat with your class work out and ready when the bell rings.

**Cheating/Plagiarism:**

* Students caught plagiarizing or cheating will receive no credit for the assignment, and no make-up will be given.

**Class Rules/Discipline**:

* All school rules/policies are enforced in this class. (Cell phones, dress code, etc.)
* Students are expected to respect themselves, each other, the teacher, the classroom and school.
* No swearing, bullying, inappropriate/disrespectful dress, language or actions.
* Students are expected to be prepared with class supplies everyday.
* No Food or Soda in class. Water and Gum is allowed. However if gum is heard or seen, the privilege will be taken away. And only bottles with lids that stay on tight are allowed.
* Do not interrupt lectures or the explaining of assignments to ask to sharpen your pencil, or use the bathroom. Please take care of these things and others like them before class, or during class work time.
* Students will be given 2 hall passes per term. If they are not used, they can be turned in for extra credit.

Feel free to contact me if you have any questions or needs by phone, or the email listed at the top.

Make sure to use Powerschool to keep up to date with how your student is doing in class. You can access Powerschool through the school website, **www.cms.provo.edu**. You received your student’s number and the password is their birthday.

-------------------------------*Please return this page to Miss. Soerensen* ---------------------------

Please sign and return the page below as your first assignment (25 pts). Please turn in this form by \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**STAFF MEMBER CONTRACT**

In order to become a staff member of the yearbook, students must complete this contract with their legal guardian(s) and return it to the adviser. Please initial the spaces provided and sign at the end of the contract.

\_\_\_\_\_\_\_ 1. As a member of the yearbook staff, I hereby acknowledge that I will be expected to work outside normal school hours to complete assignments. I accept responsibility for these assignments and will communicate with the editors and advisor if my responsibilities cannot be fulfilled.

\_\_\_\_\_\_\_ 2. As a member of the yearbook staff, I hereby acknowledge and agree to meet every deadline. If I fail to meet a deadline for **any** reason**,** I accept the consequences as outlined in the Class Disclosure without complaint.

\_\_\_\_\_\_\_ 3. As a member of the yearbook staff, I hereby acknowledge that a high degree of business maturity and professionalism is required of me. I will strive to the utmost to maintain healthy relations with the others working with me and showcase superior conduct when representing the yearbook staff in public.

\_\_\_\_\_\_\_ 4. As a member of the yearbook staff, I hereby acknowledge that I will be held to the ethical and legal standards of professional journalists. I agree to do everything in my power to both establish and maintain the yearbook as an objective, accurate and well-rounded publication of high quality.

\_\_\_\_\_\_\_ 5. As a member of the yearbook staff, I hereby acknowledge that I have read and agree to the policies stated in this manual and understand the associated responsibilities and liabilities.

Please neatly write down the best email address(es) and phone number to contact the parent/guardian.

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

Alternative Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Please check the box provided, if you already signed a computer usage agreement with the school. So your student can use the Chromebook in class.**

I have read and understand the information included in the disclosure.

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 Legal Guardian Signature Student Signature

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 Legal Guardian’s Printed Name Student’s Printed Name

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 Date Date

If you have any special concerns, requests or questions, or would like to share your skills/knowledge/interests in our classroom please put them here: