

Valencia High School Yearbook Syllabus

Welcome to Yearbook. This syllabus contains code of ethics, staff expectations, equipment contract, and class expectations. Please familiarize yourself with this information and share it with your parent/guardian.

The Objectives/ Mission Statement:

The Valencia High Yearbook Staff is devoted to creating a yearbook that reflects our school's diversity. The Yearbook is an annual publication created by students, for students, in an effort to preserve memories that will last a lifetime.

Equipment:

Students are not required to own any special equipment. If a student chooses to use his or her own equipment, Valencia High School/Yearbook staff/Yearbook advisers are not responsible for any lost or damaged equipment. If a student chooses to check out equipment from yearbook, he or she is responsible for lost or damaged equipment. Please refer to the Equipment Contract page.

The Grades:

Grades will be given using the point system. Note that missing more than one deadline will result in failing the class.

Work will be graded on (including but not limited to):

- Quality of work
- Meeting deadlines
- Editing
- Working outside of class
- Attending class
- Being a positive and productive contribution to the class
- Self evaluations
- Page planning worksheets

Progress reports will be given every five weeks. The grading scale is as follows:

90 to 100	A
80 to 89	B
70 to 79	C
60 to 69	D
0 to 59	F

Attendance Policy:

Your attendance is essential to us creating a quality yearbook. The school attendance and tardy policies will be followed. If you are going to be absent, please text or e-mail the teacher or editor as soon as possible to avoid any problems in meeting goals, responsibilities, and deadlines.

Job Descriptions:

Editor In Chief:

This job may be done by two people, dividing the duties. The editor in chief is responsible for working with the entire staff and for creating a plan to produce a quality yearbook on deadline. The editor in chief will be personally responsible for the cover, end sheets and all theme pages as well as for working with all section editors to make sure their jobs are getting done and that they are providing leadership to those working for them. The editor is also responsible for teaching where needed, reading all copy and captions, editing all spreads before they are sent to the printer, reading and correcting all proofs and getting them returned to the printer on deadline. The editor/s is responsible for keeping the adviser informed and for asking for help to get the yearbook done well and keep staff morale high. They are also responsible for conducting weekly staff

meetings and making the ladder. Editors are responsible for creating design concept, a coverage plan, sidebar and alternative copy plans.

Section Editors:

These editors are responsible for the development of every aspect of their section. The sections are student life, organizations/clubs, sports, classes, and academics. All editors are also responsible for checking the work of those working for them to make sure quality and deadlines are adhered to. Section editors will work as part of the leadership team to do whatever is required to get the yearbook done on time and with the quality required. Section editors will step in when necessary to help take pictures, as well as offer to go to games and events with first time yearbookers.

Staff:

These members are responsible for individual spreads each deadline. They are responsible for interviewing, reporting, writing, rewriting spreads according to design specifications, taking photos, writing captions, getting photos cropped, getting story on spread, writing headlines and having spreads approved on deadline. They will need to have an understanding of how to use a digital camera. In addition, they should recognize what makes a good picture and practice good photo composition. They will have to record names of people in photos and the date and the place they shot the photo as well as additional information not obvious in the photo and file photos appropriately. All yearbookers should carry a camera at all times.

Contact:

Please contact me with any questions or concerns via e-mail at jdollman@hartdistrict.org.

Note:

This syllabus is meant to be used in conjunction with the Code of Ethics. Before signing off on the syllabus, be sure you and your student have read and fully understand the Code of Ethics. PLEASE KEEP A COPY OF THE CODE OF ETHICS AND SYLLABUS IN YOUR BINDER FOR REFERENCE.

After reviewing the Syllabus and Code of Ethics, please complete this attached form. Thank you.

Student's Name (printed): _____ Date: _____

By signing below I, the student, understands and agrees to the terms set above in the Syllabus and the punishments associated with breaking any terms. My signature below indicates that I can confirm the following:

I have read the syllabus for Ms. Dollman's class.

I understand the contents of the syllabus and what will be expected of me in this class.

I am aware that a failure to comply with the expectations herein will result in the consequences stated in the syllabus.

I understand the importance of the yearbook's equipment and supplies and pledge to treat them with respect. Should I neglect and/or abuse materials, I will repair or replace them.

Finally, I understand that by signing up for the yearbook class, I have made a commitment to be in class, to work hard, and to put in the extra time needed outside of class to meet all deadlines and that this extra time commitment will be reflected in his or her grade. (initial) _____

No part of the yearbook, either in its entirety or not, may be copied or shared with anyone outside of yearbook class. (initial) _____

Student's Signature: _____ Date: _____

Parent/Guardian Name (printed): _____ Date: _____

By signing below, I, the parent, understands and agrees to the terms my child must follow to be a part of this team. I understand the grade punishment if my child does not follow any terms. My signature below indicates that I can confirm the following:

I have read the syllabus for Ms. Dollman's class.

I understand the contents of the syllabus and what will be expected of my student in this class.

I am aware that a failure to comply with the expectations herein will result in the consequences stated in the syllabus.

I understand the importance of the yearbook's equipment and supplies and pledge to treat them with respect. Should my student neglect and/or abuse materials, he or she will repair or replace them.

Finally, I understand that by my student signing up for the yearbook class, he or she has made a commitment to be in class, to work hard, and to put in the extra time needed outside of class to meet all deadlines and that this extra time commitment will be reflected in his or her grade. (initial) _____

No part of the yearbook, either in its entirety or not, may be copied or shared with anyone outside of yearbook class. (initial) _____

Parent/Guardian Signature: _____ Date: _____

Home phone number: _____

Work phone number: _____

Thank You,
Mrs. Dollman

Valencia High School Yearbook Equipment Contract

Terms of this agreement:

1. This contract is current when dated and is good for the entire school year.
2. A student who willfully and knowingly violates the terms of this contract will forfeit the right to check out any equipment during the rest of the school year.
3. This document constitutes a legal contract, and the parent or legal guardian of the student signs either the original or a copy matching the original shall be deemed valid.

My son/daughter has my permission to use the yearbook equipment listed in the table below during the school year for class and instruction purposes in accordance with the ordinary standards of care of students at Valencia High School, as directed by his or her teacher and required for the course. In the unlikely event that my child

A) loses, steals or negligently damages the listed equipment, or
B) negligently causes the listed equipment to malfunction while it is in his or her possession, custody and control, then he or she promises to repair or pay Valencia High School's unamortized cost of any such damaged, lost or stolen listed equipment at his or her own expense as soon as possible, but no later than 30 days after the occurrence of the event/s referred to above. The signature of the parent or legal guardian constitutes a guarantee of the full and faithful performance of the above-described obligations by the son or daughter, and Valencia High School may enforce this agreement against the parent or legal guardian as if he or she were the primary obligator.

Equipment List

<u>Item of Equipment</u>	<u>Estimated Value</u>
Digital Canon Rebel/Ti/60D Camera	\$800-1500
Digital Camera battery	\$40
Memory card	\$50
Telephoto lens 70-300	\$600
Telephoto lens 55-250	\$300
Lens 55-250	\$250
Dell computer and screen	\$1,100
Shoe Mount Flash	\$200

NOTE: Students need to have their own memory cards. Students can buy a memory card from any store, or use one they already own (I recommend a 32GB or higher).

Student's Name (printed): _____ Date: _____

Student's Signature: _____ Date: _____

Parent/Guardian Name (printed): _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Valencia High School Yearbook Code of Ethics/Responsibilities

Being part of the Yearbook Staff, how you act inside and outside the classroom is a direct reflection on our team. In order to have the best image possible, you must agree to follow the following Code of Ethics/Responsibilities.

As a Yearbook staff member:

1. I will place quality work and achievement of deadlines as my highest priority.
2. I will cover all sides of a story fully and fairly, honestly and responsibly. Coverage will reflect all student body, not limited to staff and friends.
3. I will offer assistance (coverage, pictures, etc.) to other members in order to get pages done on time.
4. I will go to at least three events relating to the pages I choose. If I cannot attend an event, I will ask another staff member to go for me.
5. I will continuously produce quality work for my pages and for other pages. My pages will be submitted on time and have my full effort in them.
6. I will take special care in being accurate with names, quotes, grades, and spelling.
7. I will not lift/plagiarize material from the Internet. Originality is key.
8. I will always identify myself as a yearbooker.
9. I will show respect for staff members, editors, teachers, coaches and referees. I will enter and exit classrooms respectfully and not be a distraction when photographing events and classrooms. I will ask where it will be least distracting to stand and follow the guidelines given.
10. I will respect the integrity and judgment of peers. I will take the corrections and fix them to the best of my ability. I will not rush editors for my pages.
11. I will exhibit fair judgments and corrections on pages.
12. I will exhibit proper conduct inside and outside of class and I understand that my conduct is a direct reflection on the entire yearbook staff.
13. I will not force any student or teacher to partake in the yearbook. I will thank them for their time and move on. If a teacher does not want a student taken out, I will ask when a better time will be and thank them for their time.
14. I will refrain from the use of profanity, vulgarity and other offensive language and gestures.
15. I will respect all equipment and use it safely and properly. I will treat all equipment carefully, and will not leave equipment unattended, in a car or locker, or with anyone except a fellow yearbook staff member. I will continuously check in and out all equipment. I also will carry a camera with me at all times.
16. I understand time must be spent outside of the classroom to work on the yearbook.
17. I will not divulge yearbook information to the public.
18. I will follow all rules and policies set by teachers, staff and the school.
19. I will have a positive and energetic attitude towards work and each other.
20. I will keep the classroom clean.
21. I will have fun!

By signing below I, the student, understands and agrees to the terms set above in the Code of Ethics/Responsibilities.

Student's Name (printed): _____ Date: _____

Student's Signature: _____ Date: _____

By signing below, I, the parent, understands and agrees to the terms my child must follow to be a part of this team.

Parent's Name (printed): _____ Date: _____

Parent's Signature: _____ Date: _____