Yearbook Staff Member Information File Sheet

Return THIS SHEET to the advisor to keep on file.

Name of Student:_________________________________________________________________________

Syllabus: Please check off that you have read the following class information on the syllabus.

I have read/understood the following requirements/descriptions for my/my student's yearbook class:

___ 1. Course Rationale
___ 2. Course Description
___ 3. Student Expectations for Success
___ 4. Pacing Guide
___ 5. Homework Requirements
___ 6. Grading
___ 7. Student Support Plan
___ 8. The Contract (back of this sheet)

Signature of Parent/Guardian:_______________________________________________________________

Signature of Student:______________________________________________________________________

Please provide the following information (or whatever you feel comfortable providing to the teacher.)

Student's Personal E-Mail Address (if you have one) (please print clearly!):

_____________________________________________________________________________________

Parents' E-Mail Address (if you have one)

_____________________________________________________________________________________

Home Phone Number: (___________)_____________________________ Best time to call is:_________________

The name of the adult who lives at the above home phone number:_________________________________________________________________________

His/her relationship to the student: ____________________________________________________________________________

Student's Personal Cell Phone Number: (if you have one) (I will never give this out to anyone, but there are times in yearbook
class, especially at after school events, when it might be important to contact you to find out where you are, so consider this an
emergency number): (___________)_____________________________

Your Class Schedule: (and if your classes change, try to remember to tell me so I can keep this updated)

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<thead>
<tr>
<th>Period</th>
<th>Class</th>
<th>Teacher</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
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- OVER -
Yearbook Staff Member Contract

Read the following contractual requirements, and then sign below. Part of your grade in this class will depend on whether or not you meet your contractual obligations.

I will learn and become competent at the skills in my job description.

I will contribute to finishing deadlines. I understand that failing to complete deadlines will result in the school’s yearbook being shipped late and the school being assessed heavy financial penalties. If I fail to meet a deadline for any reason, I will accept the consequence without complaint.

I will remember that the yearbook is a showcase of La Jolla High School’s students and programs, and I will treat all content accordingly. I will strive to showcase each student in a positive and respectful way.

I will volunteer to cover activities or help with deadlines outside of class time when necessary. I will have a valid excuse if I am unable to help at the needed time.

I will keep my promises to show up at obligated times (see above.) If I cannot make it at the last moment, I will contact my editor and/or find another staff member to cover my obligation.

I will not steal or damage yearbook equipment, including digital cameras, computers, and printers. I will use this equipment only for yearbook business, and not use yearbook equipment to complete school work unless given permission by the advisor.

I will report anyone else who steals or damages yearbook equipment to the advisor.

I will conduct myself politely and professionally when acting as a yearbook staff member. I will not leave the classroom without advisor permission.

I will not write any slanderous remarks, use copyrighted material, photograph any illegal acts, make false or rude statements, or break any laws while serving as a yearbook staff member.

I will work to develop the team effort that it takes to create an award-winning yearbook.

I understand the expectations and obligations of being a yearbook staff member. I understand that failure to meet my contractual obligations may lower my academic and/or citizenship grade in this class.

Student Signature: ___________________________ Date: ________________

Parent Signature: ___________________________ Date: ________________
Course Rationale and Course Description
Yearbook is a class patterned after a place of business, that creates and markets a product that must be sold to customers, develops and stays within a budget (over $60,000), and meets deadlines. Therefore, the grade for this class is determined by the employee's contribution to meeting the goals of the business. Excessive absences may lower grades.

Students will be trained to operate a digital camera, take photographs; write captions, headlines, body copy, folio tabs; design layouts; learn graphic arts for yearbook publishing; use a computer network and keep track of files; learn to use on online publication program similar to Adobe InDesign CS3® and Adobe PhotoShop CS3®; maintain deadline schedules; and market and sell a product.

Students on the yearbook staff will learn skills that can be included in a resume for any positions that involve desktop publishing, graphic arts, computer use, marketing, etc.

A yearbook class is truly an outcome-based educational experience; the proof that the staff achieved its goals is in the end product: the La Jolla High School Viking Yearbook. Our goal is to win awards and please our customers.

Student Expectations for Success (aka The Reality)
If students are organized, competent, and dedicated, most deadlines can be met with a minimum of work outside of class. However, in order to do this, staff members must be available to cover school events that occur outside of Period 4 (when the yearbook staff meets as a class). For instance, taking photographs at a football game, or interviewing the lead actor for the school play, will most likely take place after school. The most important way to avoid that "deadline crunch" is to be organized. The number one thing that slows down a yearbook staff is losing photographs or files, or failing to write copy or take photos for a designated page. Waiting until the last minute to complete an assignment is a sure way to blow a deadline.

Pacing Guide (aka Deadlines)
The yearbook company and the yearbook advisor establishes the deadlines for pages due to the plant, then the yearbook staff MUST meet them. For The Viking 2020, the following deadlines must be met:
November: People Section
December: Fall Sports
January: Clubs, Winter Sports
February: Student Life, Senior Ads
Final deadline by the end of March: Spring Sports

Homework Requirements
Working on the yearbook requires access to a computer and an internet connection, both of which are provided in class. If a student has his/her own access at home, then adding text/photos to pages can be done for homework in addition to work completed in class. In addition, homework could include attending a school event and photographing/interviewing students involved in the event.

Scholarship and Citizenship Grades

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>25% Evaluations by Editors/Advisor</td>
<td>25% Evaluations by Editors/Advisor</td>
</tr>
<tr>
<td>25% Meeting Deadlines</td>
<td>25% Meeting Deadlines</td>
</tr>
<tr>
<td>25% Completing Mini-Projects/Assignments</td>
<td>25% Completing Mini-Projects/Assignments</td>
</tr>
<tr>
<td>10% Meeting Contractual Obligations, Time on Task</td>
<td>10% Meeting Contractual Obligations, Time on Task</td>
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<tr>
<td>5% Enthusiastic Class Participation</td>
<td>5% Enthusiastic Class Participation</td>
</tr>
<tr>
<td>10% Final Exam</td>
<td>10% Yearbook Distribution</td>
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A (E) Advancement: Bonus, plus (see description of Bonus below), in addition, shows leadership potential by creating an atmosphere where all workers are appreciated, and knows how to make full use of each individual's skills, looks beyond the big picture of completing the yearbook on time, under budget, and successfully

B (G) Bonus: Is competent and skilled in performing assigned tasks, goes beyond assigned tasks to help co-workers complete deadlines, shows creativity and imagination, is skilled enough to help teach others, dependable and dedicated

C (S) Check: Shows up to work daily, completes what is expected with a minimum of mistakes, is a good worker, competent

D (N) Demotion: Frequently late, needs help completing tasks, interferes with completion of deadlines, incompetent

F (U) Fired: Has not shown up for work, loses or damages company property, is insubordinate, shows no interest

Student Support Plan
If you want to know what your current grade is in the class, you can go on the Internet and look up your grade at:
https://powerschool.sandi.net/public/home.html

If you want to access the yearbook online website to work on pages, or to improve your work skills by viewing help videos, you can log in at:
https://www.walsworthyearbooks.com

If you are struggling to complete pages, please tell the advisor as soon as possible.

To Contact the Teacher
Here are the best ways to contact me, in order of preference:

- email: lecren@sandi.net
- school phone: (858) 454-3081
- ext. 4513 and leave a voice mail
- drop by after school: Room 513
- written note or by appointment