

Yearbook Syllabus

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Conference Time: 11:47-12:36

Tutorial days: Tuesdays and Thursdays before and after school; every day during Bobcat Block

Course Description:

This course gives high school students an on-the-job learning experience in producing a published book and in running a small business. Students will learn and practice all parts of publication production including: writing, editing, proofing, taking photographs, cropping, page layout and design, and use of publication computer software. Students will also become aware of the responsibilities of running a small business including working within a budget, meeting deadlines, and being part of a team effort. Instruction will be given during the first two weeks on writing, photography, layout, and computer training, with supplemental help as needed throughout the publication process.

Assessment:

- Deadlines must be met. Specific deadlines will be determined more than two weeks prior to the due date so that students will always know individual deadlines.

Grades will be weighted as follows:

- Major grades (tests, projects, final drafts completed by deadline given)- 60%
- Minor grades (daily work, progress checks, homework, quizzes)- 40%
- Late Work Policy: All assignments are due when I ask for them. Late work NOT related to an absence will result in a grade deduction of 10% per every late day from the grade earned up to three days after the assignment is due. After the three-day period, late work is not accepted.
- Make-up Policy: Students absent from class will be allowed the number of days absent, plus one, to make up work. Work will be posted in Schoology within a day of it being assigned so that students can stay caught up if they are absent.

Travel:

Students may need to leave campus periodically in order to conduct yearbook business. Parents must approve if the student is allowed to drive his/her own vehicle, ride with others, or grant rides to others. **This will only be allowed on a LIMITED and NECESSARY basis and will not be a regular event.** Students will NOT be allowed to leave campus unless absolutely necessary.

Parents: Please sign course agreement on back side

Agreement

To show that you fully understand the responsibilities of staff membership, please have the following contract read and signed by both you and a parent or guardian prior to the date indicated below.

I, _____ (your name), as a member of the **Central High School Yearbook** staff, agree to abide by the following code of conduct:

1. I will not take advantage of the freedom given staff members to leave class on assignment.
2. I will meet deadlines for assignments. If I find that it may be difficult to meet a deadline, I will inform Mrs. Ogee at the earliest possible moment. Nevertheless, I understand the responsibility to provide print-worthy material, in a timely manner, is ultimately my responsibility. Failure to assume this responsibility will result in grade reductions.
3. I understand that I am expected to devote time completing assignments and other production work for the publication, just as I expect to do homework for any other class. I also understand that this is an activity-related course. I am willing to devote extra hours as needed, including lunch, before/after school, and on weekends.
4. **As a reporter**, I agree to produce publishable material as assigned (see assessment section of syllabus). In addition, I will provide stories and headlines, graphics, and photos as deemed necessary by my editors and adviser. **As a page designer**, I will be responsible for editing copy, and the design, layout, and content of assigned pages. Ultimately, I understand that it is my responsibility to fill my assigned pages with quality content material.
5. **Camera care and usage:** Students may check out yearbook cameras for their assignments. Students may **ONLY** use these cameras for yearbook photos and may **NOT** allow anyone else to use the camera. Loss or damages to the camera/equipment while it is checked out is the student's responsibility and the student will be responsible for replacing a broken or lost camera/equipment, including lenses (a fine of up to \$6,200) or the cost of repairing the camera if it can be repaired. Note: Nikon cameras are a \$400 replacement fee, Canon cameras are a \$600 replacement fee, the Canon zoom lens is a \$1,100 replacement fee, and the Canon mirrorless cameras are \$6,200.

As a representative of the staff, I agree to abide by standards of good behavior; therefore, I recognize that I will be held to a higher standard of behavior than the average student and that failure to abide by any of the terms described in this contract may lead to my dismissal from the staff and/or failure to receive academic credit for this class. **Please check all that apply:**

- ____ My student may use his/her vehicle away from campus while participating in yearbook assignments.
- ____ My student may give rides to yearbook students who do not have a vehicle.
- ____ My student may ride with a student who has permission to give rides to others.
- ____ My student may not leave campus to conduct yearbook business.

We have read and understand the above course requirements and the camera care and usage portion of the yearbook syllabus.

Student signature

Parent/guardian signature

Date

Computer Usage

Misuse of school computers can result in DAEP placement. Please see Student Code of Conduct and Student Handbook for further details.

Tutorial Times

Tuesdays and Thursdays before and after school; every day during Bobcat Block. If you need alternative times, please let me know.

Grades

60% Major; minimum of 3 per nine weeks

40% Minor; minimum of 10 per nine weeks

Schoology

Our yearbook software and photo storage sites are web-based, so you can access them from anywhere that you have Internet access. You will not find individual assignments on Schoology for yearbook class because your job is to work within the software and build your pages, however, all login information and step-by-step instructions for working on your pages are located in Schoology. If you are absent, please be sure to log in and work on your pages.

Class Expectations

1. Try! I expect you to try.
2. Pick up after yourself.
3. Treat others and equipment with respect.
4. Be kind.

Tardies

Tardies are a thing. Don't be tardy. Please be in your seat when the bell rings. Minga will send weekly reports to parents/guardians, and excessive tardies will result in referrals. Multiple tardies will also affect your final exam exemptions.

Final Exams

This class is eligible for final exam exemptions in both fall and spring. The CHS exemption policy states: Students must maintain an 80 average for the semester and have no more than 3 absences in the respective class to be exempt. Tardies will impact exemptions. Three unexcused tardies from a class will result in an absence in that class.

Absences, Makeup Work

I miss you when you are gone and we did do something important while you were absent; SO, DON'T MISS CLASS! But sometimes life happens or you are very involved with other activities and you have to miss. [SAISD Grading Guidelines](#) states: Students are allowed the number of days absent plus one in order to complete make up work. Make sure to ask questions when needed. Being absent is not an excuse for

not knowing. Remember, you can log into our software anytime from anywhere that has internet access. If you so choose, you could log in from home and get caught up!

Late Work

[SAISD Grading Guidelines](#) states: Late work will be -10 points off for each day that it is late! After the 3rd day, work can no longer be accepted and will be recorded as a zero. Talk with me when you are needing to turn in work late so we can work together on a solution. Extensions can be granted if we talk BEFORE the assignment is due!

Consequences

1. A warning will be given.
2. Teacher Detention and/or Parent Contact.
3. For repeated offenses or deliberate misconduct, a referral.

Cell Phones

On May 25, 2025, the Texas Legislature passed HB 1481. HB 1481, a Texas bill, mandates that school districts prohibit students from using personal communication devices, like cell phones and smartwatches, as well as other devices such as earbuds/headphones and gaming devices, during instructional time and on school property. The bill aims to reduce distractions, improve focus, and enhance the learning environment. It allows for exceptions for documented disability accommodations, medical directives, and legal safety requirements.

The full policy can be found on the [SAISD](#) website.

Restroom Breaks

You will generate a pass in Minga to go to the restroom. You must always get my approval before you leave class.

It's best to use restrooms during the passing period. I know this is not always possible. It is best to wait during the middle of class, AFTER the instructions have been given. Minga will not allow you to create a pass during the first 10 minutes or the last 10 minutes of class.

Non-Negotiables

- Don't line up at the door.
- No sound coming from your computer.
- No food or drinks- you are working around expensive computers/equipment!
- Dress code... follow the district policies.
- Classroom headphones need to be returned after use. Neatly, please.
- Come in, sit down, get started! You have wonderful things to create!

Student Success

This class is built so that you may succeed. I want you to pass and to do well in class. If you work on each assignment and turn everything in, there is no reason for you not to do well in this class this year. Good luck! I can't wait to see what you will create!