

VHS Yearbook 2016-17

"A Picture Says a Thousand Words"

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Course Description

This course is designed to teach students how to plan, create, publish and distribute the school's yearbook, and to develop and publish articles in local media and web outlets. The year begins by planning the coverage for the school year and designing a unifying theme for the book. Students will be required to learn elements of yearbook layout, online design, journalistic writing and photography. Students will also gain real world experience as they learn how to start, manage and maintain a successful business. Staff members will be required to spend a significant amount of time outside of class completing the required coverage, writing, photography, sales fundraising and design requirements. Students will learn good work habits and are responsible for all phases of yearbook publication.

Grades

Grades are based on an individual contract agreed upon by the student, parent and adviser. In order to successfully earn anything above a "C", students must go over and beyond what is asked of them. They are required to take initiative and make this yearbook their own.

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	59 - below
A	94-96	B	84-86	C	74-76	D	64-66		
A-	90-93	B-	80-83	C-	70-73	D-	60-63		

Grades will be weighted in the following manner:

Layouts/Deadlines 40%

Completion of all assigned layouts by given deadline.

Ads/Fundraising 30%

You will be expected to try to sell a certain amount of ads for the yearbook. No ads, no yearbook! Participation and effort in any fundraising activity will also be considered.

Work Ethic/Daily 30%

This includes, but is not limited to: Work neatly; organize your things; clean up after yourself; stay on task; use your time wisely; do what you are asked; maintain a positive attitude; don't tell anyone about the work we're doing; make sure adviser knows where you are at all times; help others.

Respect

If enrolled in yearbook, you must respect the leadership roles of your peers. The senior editor(s) was chosen because of his or her dedication and leadership. Editors have experience and know what needs to be completed to have a successful yearbook. Your willingness and cooperation to finish tasks completely and correctly will reflect on your daily grade.

Class Expectations

Attendance - If you are not present, the yearbook will not be completed. Many are depending on you to create and execute a memorable yearbook. This class is a group effort so you need to be here!

Positive Attitude - When faced with deadlines and financial burdens, one can become quite stressed. Remember everyone is stressed; you're not alone. Always check your attitude at the door and remember to treat everyone kindly. If there is patience and respect in the room, more will be accomplished and enjoyed.

Classroom Management - The faculty on this campus has high standards for those enrolled in this class. You should behave appropriately at all times which means you should be aware of all school policies. You must always have a pass if you are out on an errand and you should not neglect your other classes. Most importantly, I should know where you are at all times whether it be during class or at an event.

After School Hours - The yearbook requires hours and hours of your time and this may mean working after school, on the weekend, or at lunch. You must be committed if enrolled in this class.

Confidentiality - Do not ruin the excitement for everyone! Themes, pages, pictures, designs, etc., should be kept within the walls of the yearbook room. Do not tell your parents, your favorite teacher, your best friend, your significant other, no one! And remember, *taking a new yearbook from the room before it is distributed to the students will result in a failing grade.*

Deadlines - "It is a simple fact of life; the real world revolves around deadlines. Yearbook is a real world class. Walsworth Publishing Company assigns the yearbook staff deadlines and the advisor and editors establish mini deadlines so the company's are met. Not meeting deadlines results in the company assigning late charges or possible delaying the shipment of the book. FAILURE TO MEET DEADLINES WILL NOT BE TOLERATED."

My Role

As your **Coach**, it is my job to "provide resources and motivation, but staffers need to make the magic happen. I train the editors and managers, and they train the staff. If a new skill is needed, I find a resource who can train it from experience. I work with my editors to help them assign deadlines. I review editing done by editors, coach as needed to help editors improve, and proofread the result before submissions. The photo editor attends events with each photographer to identify any issues and/or training needs. Editors and managers assist with grading. My staff handles sales and marketing, but the school bookkeeper or I take care of the money.

Your Role

Everyone is required to take an active role in creating and finishing the yearbook. Your senior editor(s) will be responsible for organizing the Staff. We will need: photo editor, marketing manager, business manager, section editors, photographers, salespeople, bookkeeper, writers, reporters and designers. Remember, your participation will determine your grade.

Digital Photography

You will become well rounded in the fundamentals of digital photography. Four areas of instruction will be emphasized: How cameras work, how composition works, how lighting works, how to use photo editing software.

Please sign and return no later than September _____, 2015.

My signature indicates that I have read and understand the above procedures for Mrs. Anderson's Yearbook classroom for 2016-17.

----- Student Signature

----- Print Student's Name (neatly)

----- Print Student's Email

----- Parent/Guardian Signature

----- Parent/Guardian Name(s)

----- Parent/Guardian Email(s)

----- Home Phone Number

*Please include any comments/information I need to know to help your child reach his/her maximum potential in class. I look forward to a fabulous year!