



*"Find a group of people who challenge and inspire you. Spend a lot of time with them, and it will change your life."*

*-Amy Poehler-*

INSTRUCTOR: MS. LUCERI

ROOM | 135

PREFERRED METHOD OF CONTACT | MLUCERI@JAJAGS.COM

OFFICE HOURS | BY APPOINTMENT



## HS PUBLICATIONS PRODUCTION | YEARBOOK

**COURSE DESCRIPTION** In this Publication Production course, students will work as a team to create the high school yearbook. Topic coverage includes media ethics, photojournalism, typography, caption and copy writing, layout and design principles, graphic design, digital imaging, advertising, sales, and video production, all of which are applied to the school yearbook. Yearbook design includes creating aesthetically pleasing layouts, using enhancing graphics, and effectively using color. Integral to yearbook journalism is developing and carrying out a theme, both visually and verbally, that suits Jefferson Academy. Students in this class will have a hands-on experience utilizing a variety of computer software and technology. Leadership is an expected role for all students, which will manifest in assisting others, taking responsibility for themselves and others to make a product for the school, and by representing the yearbook staff in a positive way in the school community.

**This course requires 100% student dedication and after school time is required for this class.**

**ATTENDANCE** If a student is absent, it is their responsibility to determine, and make up, missed assignments. Each student is expected to be at every class, on time, with all necessary supplies and ready to go when the bell rings.

**FLEXIBLE SCHEDULING** As a zero hour, this course serves as a hybrid course of both regularly scheduled in-class meetings, and online/independent coursework. The class may not meet on days where the instructor deems appropriate (for example: following a page submission deadline). Each week, students are expected to log 250 minutes of course time. Flex-days will be scheduled at least a week in advance with assigned tasks to document coursework time.

**TARDY POLICY** Unexcused tardy policy for this class:

1st Tardy-teacher conference/speak with student when appropriate during that class period

2nd Tardy-teacher notifies parent by phone and speaks to the student

3rd Tardy-teacher contacts parent-student receives teacher led detention/consequence

4th Tardy-referral to office

5th Tardy-parent, student and admin meeting at school

\*The above steps would constitute consecutive days of tardies

Students arriving late to this class are a disruption to this classroom environment. **Unexcused late students will miss open activities for the class and will lose 5 points (out of 10) off of their daily participation grade.** Plan to be in your seat and begin "bell work" presented upon arrival.

**ASSIGNMENTS|PROJECTS** We will be using the class computers and cameras for most assignments therefore adequate class time will be given to complete most assignments. All students will be expected to turn in their assignments/projects/homework as assigned in order to meet expected deadlines. Participation in class is also considered an assignment and a daily 10 point grade will be given for effort, participation and behavior.

**ABSENCES|MAKE-UP WORK** Refer to JeffCo Code of Conduct for details on make-up work for excused and unexcused absences. In all cases, the responsibility for obtaining assignments and completing the work lies with the student, not with the teacher. **Yearbook DEADLINES are due ON or BEFORE the deadline, whether the student is present or not.**

**HOMEWORK** will mostly consist of assignments requiring students to attend school events. Assignments will require **ALL** students to work outside of the normal school day and to meet strict deadlines.

**THE DISCIPLINE POLICY** for this class is a simple process. Students that violate the class expectations/rules will lose points off of their daily grade and consequences up to, and including, removal from the classroom.

**General Classroom Expectations:**

- Be on-time, and ready to work when the bell rings
- Honor all people and work
- Participate and behave appropriately
- Respect classroom equipment and report any problems
- Follow camera sign out procedures
- No food or drinks allowed in the lab

Additional expectations/rules will be posted in classroom. We will also follow rules/policies outlined in the JA Parent/Student Handbook and JeffCo Code of Conduct.

**PLAGIARISM POLICY** Copying work or allowing your own work to be copied on any assignment is considered an act of academic dishonesty and will be met with serious consequences. Plagiarism is the use of another's words or interpretations without giving credit. Instances of plagiarism will be considered cheating and will be met with a zero on the assignment and a referral to administration. Also, ALL ASSIGNMENTS should be a reflection of the student's work, his/her own research, writing style and capabilities. Understand that by respecting yourself and others, you can adhere to most rules and policies.

**COURSE MATERIALS** Optional but strongly suggested: Digital Camera

#### **COURSE GRADING**

##### **80% Weekly Grade/Projects/Deadlines/Homework**

(Weekly grade is a daily 10 point grade for promptness, effort, participation & behavior)

##### **20% Cumulative Final Exam/Reflections/Self-Assessments**

Points will be accumulated for each activity – the total number of points earned shall establish a percentage of the total available and a grade assigned according to the JA Grading Scale:

A: 90-100%    B: 80-89%    C: 70-79%,    D: 60-69%    F: Below 60%

**Note:** According to JA Parent/Student Handbook and JeffCo District policy, no pluses or minuses shall be attached to grades, and no fractional grade points will be awarded.

#### **PARENT COMMUNICATION POLICY**

- Grades will be updated regularly on the school website [www.ijajags.com](http://www.ijajags.com) at the Infinite Campus link
- Weekly classroom updates and calendar will be posted on Google Classroom
- My email address is [mluceri@ijajags.com](mailto:mluceri@ijajags.com). Feel free to contact me for any reason at this address. If your question or concern is easily addressed by email, this is the quickest and most assured way of reaching me. If you would like to speak to me in person, please email me to set up an appointment to meet.

#### **JA TECHNOLOGY USE AGREEMENT | YEARBOOK SYLLABUS AGREEMENT/CONTRACT**

In addition to the above policies, all students are required to read the JA Tech Use Agreement and complete the Yearbook Agreement/Contract, which is an agreement between the student, teacher and parents. The teacher will keep the contract on file and students will be held accountable.

# JEFFERSON ACADEMY TECHNOLOGY USE AGREEMENT

## Rules of Use

- Use of computer, network resources and other technology is a privilege, not a right. Treat this privilege with care.
- Students can expect their computers and laptops to be inspected and monitored for appropriate usage.
- The student shall abide by Jefferson Academy's Acceptable Use Policies as outlined in the Student Code of Conduct.

## Terms of Use

- Jefferson Academy will provide for computer/technological repairs resulting from a software or hardware malfunction.
- Students will be liable for physical damage to the computers/technology and peripheral equipment.

## Care of Equipment

The student will exercise all due and reasonable care in the handling and use of said equipment and agrees to return the equipment in good condition. The student and parent/guardian will be responsible for damages when:

- a) The student's negligent use or misuse causes damage to the computer/camera/other equipment.
- b) The damage to the computer/camera/other equipment is intentional or accidental.
- c) The damage, depreciation, or wear and tear is outside the terms of this Agreement.

## Agreement

Students and parents/guardians agree to pay for any reasonable cost of repair or replacement of the equipment caused by the user's lack of care, negligence, or misuse.

By signing the below form and acknowledging use/receipt of the TECHNOLOGY USE AGREEMENT, the USER accepts full responsibility for all expenses due to damages and/or loss as defined by this Agreement.

# HS PUBLICATION PRODUCTION: YEARBOOK AGREEMENT/CONTRACT

I, \_\_\_\_\_ have read and understand the Publication Production: Yearbook Course Syllabus, the JA Computer/Camera/Technology Use Agreement and agree to the following in order to be a member, and continue to be a member, of the Yearbook class.

I must be present in class, every day, in order to meet the deadlines for the work that has been assigned to me. Absences can not be tolerated except for the normal occasional absences, due to circumstances beyond my control.

If I am absent the day before, or on the day of a major deadline, I will email/text Ms. Luceri via GroupMe and/or the editor to inform them of the circumstances and let them know what needs to be accomplished in my absence. I understand that, according to the syllabus, 80% of my grade is being in class.

Undo stress is placed on the yearbook team if I do not meet my deadlines as others must step in to complete my specific assignments. I understand that activities of one team member affect the entire team. I accept that I will be expected to devote time outside of class when the need arises based upon deadlines.

If I do not meet my deadlines, my grade for that assignment will be an "F." I understand that, according to the syllabus, 80% of my grade depends on meeting deadlines. Additionally, I am aware that if I do not meet my deadline, it may cause problems with the timely delivery of the yearbook or the JA yearbook account may be assessed with heavy financial penalties.

I understand the importance of treating the classroom equipment with respect. I understand that in this class I will be working with specialized and expensive supplies, and if I break, damage or lose any of the equipment, I am responsible for repairing or replacing them.

*\*See Computer/Camera/Tech Use Agreement\**

Being a part of the yearbook staff is a privilege and my behavior, attitude, and work ethic will reflect this. I will behave in an adult manner during class and any yearbook activity. In addition, I will refrain from misuse of staff privileges.

I understand that as a member of the yearbook staff I must maintain passing grades in all classes.

I am vital to the success of the entire team and I am an important contributor to the success of the media productions. I believe that my contributions are essential and beneficial.

I understand that I can be dismissed from my position on staff, and from class altogether at the next quarter break, for not fulfilling my duties.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Phone # and Email Address