

welcome to Yearbook

Yearbook Green Sheet

Mr. Berticevich

Course Title: Yearbook

Let me be the first to congratulate you on your decision to join the yearbook staff at Pioneer High School. While it is important to understand that there will be a great deal of work involved, by the end of the year you will have been a part of a very rewarding experience.

Course Description: Through out this course, students will design and produce the Pioneer High School Yearbook. Major work includes involvement in writing, editing, reporting, photography, fund-raising, publishing, layout, and design. Meeting deadlines, fulfilling assignments and attending class are major considerations for student evaluation.

Grading Policy:

In order to earn an “A” the student must:

- Meet all deadlines.
- Make sure all copy, captions, names, photos, ect... is correct and submitted on time.
- Work on the yearbook during class and outside of class when needed.
- Be willing to help others who are having difficulties with their assignments.
- Accept all assignments willingly
- Make numerous contributions to the idea formation, design or copy of the yearbook.
- Accept the on-time completion of the book as a personal responsibility.
- Work independently of the adviser's/editor's supervision when necessary.
- Work quietly and not disturb others, except when you have a question/need clarification.
- An accurately completed Weekly Work Plan for each deadline

Grade will be lowered if the student:

“B”

- Submits work for the final deadlines that have numerous errors and misses 1 deadline in the semester
- Has tardy and/or attendance problems
- Procrastinates
- Does not accurately complete/turn in Weekly Work Plan

“C”

- Puts little or no effort into stories and fails to meet more than 2 deadlines in the semester.
- Has attendance and tardy problems
- Disrupts class
- Is satisfied with just “getting by”
- Completes only a part or does not turn in the Weekly Work Plan

****In addition, points will be deducted for unauthorized computer usage(games, facebook, myspace, etc..).***

Yearbook Deadlines

1. Be sure you have your Mustang Planner in class so that it can be used for story/deadline assignments.
2. Absolutely no pictures taken unless for the yearbook. No developed pictures or final articles are to be removed from the yearbook office.
3. No surfing on the Internet unless you are conducting research for an article. I will monitor your Internet use.
4. If you do not have anything to do, ask at least three people on the staff if they need and help and then go to the section editors for a new assignment.
5. Review your deadline checklist everyday before you leave. Print out any completed work (i.e. page you are designing/working on) and keep it in your file in the classroom.
6. Each staff member is required to work outside of class when finishing an article that is due or a layout.
7. All students must stay on deadline night (there are six during the school year), regardless of the fact as to their personal completion status of their deadline. We are a team and no one leaves until we are done.

Parents/Guardian and Students: By signing below you are demonstrating that you understand the seriousness of the class. If you have additional questions or concerns please contact me.

Joe_Berticevich@sjusd.org

Classroom Rules and Procedures:

1. Bring required materials to class and begin work by the tardy bell.
2. Listen carefully and follow directions the first time.
3. Raise your hand for permission to speak.
4. Complete assignments on time.
5. No food, drink, chewing gum, or swearing in the classroom.
6. Accept responsibility for care of the books and supplies.
7. The Pioneer Policies for Academic Honesty is strictly enforced.
8. Do not load software on computers.
9. Do not change the default settings on the computers

Consequences:

1. Warning
2. Student will be sent to OCS
3. Parent contact
4. Referral to administration

Yearbook 09/10

I have read and I agree to all the Green Sheet Instructions and Program Requirements:

Parent/Legal Guardian Signature

date

Student Signature

date