

Yearbook 24-25 Syllabus

Overall Expectations (YB1/2/3)

In this course, you will be expected to come ready to work everyday. There are no off days. This is not a free period. You will work day in and day out to create a yearbook that Westside Highschool and its students will be proud of. This is a **student lead** endeavor. My role is to guide and help you. Your role is to create the yearbook. The goal is to capture the **spirit of Westside**, and the best way to do that is through its students. You, as the staff, will carry out the responsibilities and creationary duties of the yearbook. I, as the sponsor, will guide and proof your creation.

Yearbook 1 Course Removal Policy

With Yearbook 1, you **can be removed from the course** during the first few weeks. The first few weeks will focus on identifying students who truly want to be a part of the yearbook. Students who do not take it seriously or are not a good fit will be removed from the course. **I cannot keep everyone who is currently on my roster. I will have to remove students.**

Tech Policy (YB1/2/3)

In this course, you are required to have a functioning laptop at all times. The Josten's Yearbook Program is fully online, so lack of a computer means lack of participation. This course follows the HISD phone policy. There are **NO CELL PHONES** allowed in this classroom. Now, we are a unique exception to this rule sometimes. There are cases where phones may be needed for photos or photo uploading. This will be communicated by the teacher. Otherwise, phones and headphones must be out of sight and in backpacks.

Grading Policy (YB1/2/3)

Grade Type	Percentage Weight
Daily Grade	30%
Test Grade	70%

Grading for this class is unique and fluid. For the most part, Daily Grades will be progress checks and daily task checks (to be assigned as the weeks progress). Test grades will be page deadlines and other individual major deadlines (to be assigned). Please keep in mind that **none of these things can be made up**. If you miss a

deadline, you miss a grade. There are no exceptions as these deadlines directly affect the entire Yearbook and its staff.

Duties and Responsibilities (YB2/3)

The older students will be assigned roles and responsibilities that they are required to take care of on their own. These roles are important and must be taken seriously. If at any time a student cannot fulfill a role, they need to tell me so we can reassign the role or make changes to the role. Leaders will be assigned YB1 students and possibly other YB2/3 students to be in charge of. Their responsibilities are your responsibilities.

Duties and Responsibilities (YB1)

You will be assigned duties and responsibilities to oversee. These will be your grade in the course. Failure to complete these will result in a failing grade and/or removal from the course. You may also be assigned a YB2/3 mentor that you will be in touch with. This mentor will be responsible for passing duties down to you as well. **These mentor duties are to be treated as if I told you to do them.** They are non negotiable. If you have issues with any duties or mentors, please come see me.

Classroom Duties and Organization (YB1/2/3)

In my classroom there is a shelf with yearbooks in descending order from top to bottom. That shelf is your responsibility. It is to be kept neat and in order at all times. We also have Yearbook related tech (cameras etc) that you are responsible for. All of these things must be kept safe and looked after at all times.

Checking out Equipment (YB1/2/3)

If you are checking out any equipment for an event, you must sign it out. Whoever signs out the equipment is personally responsible for said equipment. **As of right now, YB1 is not allowed to check out equipment and must be accompanied by a YB2/3 mentor for camera usage.** Mishandling or loss of equipment will result in loss of privileges and/or removal from the course.

Page Deadlines (YB1/2/3)

Below are the page deadlines. These are non negotiable. Each deadline is 48 pages.

Deadline 1: 12/02/24

Deadline 2: 1/06/25

Deadline 3: 2/03/25

Deadline 4: 2/24/25

Final Deadline: 3/17/25

