



Journalism 2

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Welcome to Journalism 2! In this class, we will be working extremely hard to design, sell, and distribute the TJHS' yearbook, as well as completing other tasks given to us from administration. We will be using the skills from Journalism 1 in our efforts to produce the best yearbook yet!

Classroom Expectations:

In order for our classroom environment to be the best place for learning, students will follow these classroom expectations.

- Respect yourself and your future.
- Respect your fellow students and their right to learn.
- Respect the teacher.
- Respect classroom and school property.

An additional expectation I have of yearbook students is that they utilize class time to work on their assignments. Producing the yearbook is a ton of work, and it's even more work when one person (namely Miss Miles) has to pick up the slack because you aren't doing your part. Please always make sure you are pulling your weight and getting your assignments done, especially since missing deadlines is costly in both time and money.

Consequences:

Proper behavior and participation in class is a condition of being on yearbook staff. Failure to follow the above expectations will result in reminders, seating change, drop in citizenship grade, parent contact, or ALC or ASD (after-school detention). For repeated offenses, students will be referred to the office for further disciplinary action, and probation or removal from Yearbook staff will be considered.

Grades:

During the year, students will earn points from the following two categories. Grades will be based on the percentage of the total points possible the student earns throughout the term.

Assignments: This includes your coverage of events, uploading images to eDesign, page layout, etc.

Participation: Students will be setting weekly goals for themselves. At the end of the week, they will reflect on how well they met those goals. These goals and reflections will count towards their grade.

Late Work...

is not an option in yearbook! We HAVE to meet deadlines in order to make sure our book is finished on time, and because it costs the school extra money when we are late. If students are struggling getting their pages done, they need to come talk to me. I'll help them, the editors will help them, other staff members will help them. We're all in this together!

Grading Scale:

- A+ = 100% - 93%
- A- = 92% - 90%
- B+ = 89% - 87%
- B = 86% - 84%
- B- = 83% - 80%
- C+ = 79% - 77%
- C = 76% - 74%
- C- = 73% - 70%
- D+ = 69% - 67%
- D = 66% - 64%
- D- = 63% - 60%
- F = 59% and below

Citizenship:

- H = Honor
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Preparation:

Students should come to class daily with the following:

- Student planner
- A pen or pencil (blue or black ink, no gel pens)

*Students will be given a steno pad to use for interviews and event coverage.

Attendance and Tardy Policy:

It is important that students are in class every day. On those days that students are absent, they can find any missing assignments in the Absent Crate. Students will have one week to complete these assignments. Any assignments turned in after that week will be subject to the late work policy.

It is also important that students are on time to class. When they are late, it disrupts the lesson and distracts the other students. Students will be marked tardy if they are not in their seat working on their bell ringer when the bell rings. At the 3rd tardy, students will receive an "N" in citizenship and a written warning; a 5th tardy results in an automatic drop to a 'U' citizenship grade. At 10 tardies, students will be referred to administration.

eDesign:

We will be using an online program through Herff Jones called eDesign. Only students and I have access to this program in an effort to keep the production of the yearbook spoiler free. Students will be set up into the program and have training on it the 1st term. It can be accessed from home.

After-school commitments:

Students may need to commit to some outside-of-school time for working on the yearbook. Students will have plenty of notice for those events and activities so that they can arrange transportation. If they cannot attend an event or activity, they need to let me know ASAP so either another staff member or I can cover the event.

Press Badges and Equipment:

Each student will be given a press badge. They must wear this badge any time they are doing work for the yearbook during school hours or at school events. When covering events, they will need to bring the least amount of attention to themselves (but don't be afraid to get close enough to get the good shots!) We have three DSLR cameras (two Nikons, and one Canon). Students need to make sure they are careful with these cameras; they will be held responsible if the camera is damaged or lost.

Staff Shirts:

During the first term, students will need to purchase our t-shirt for this year's staff. The shirt will not cost more than \$10-\$12. If there are any issues trying to pay, please contact me and I will figure out a way to make sure your student gets a shirt.

Final Thoughts:

If you have any questions or concerns, I am available before and after school to return phone calls, and will answer e-mail messages the same day if I am in the building.

Thank you for your support. I look forward to working with you and your student this year!

Miss Miles