

2018-2019



# Yearbook Syllabus and Expectations

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251-626-2845

## Welcome & Introduction

To say that I'm excited about working with this year's DMS Yearbook staff is a serious understatement! I love yearbooks, and my hope is that you will feel the same way as we work together to commemorate and celebrate this year at DMS. While this is my ninth year teaching and seventh year as a yearbook sponsor, this will be my first year at DMS; and I look forward to learning all about life at DMS with you. We have a lot to accomplish and even more to look forward to this year. I'm so thrilled to be embarking on this adventure with you.

There are many ways we will keep in touch. During the school day, we will be busy in the classroom, so please feel free to email me at [jtillman@bcbe.org](mailto:jtillman@bcbe.org). I routinely check my email throughout the day, so please understand that while your messages are very important to me that I dedicate my full attention to the students during class periods. I will make every effort to respond as quickly as I can.

Our class will also use Remind 101 to communicate important news and updates. You can sign up for this by texting "@dmsyearbo" to 81010 or by emailing [dmsyearbo@mail.remind.com](mailto:dmsyearbo@mail.remind.com).

Our class may also have activities and tasks managed through a Google classroom. More information about this will be shared in the coming weeks.

## Course Description

As a part of this year's yearbook staff, you will gain, develop, and master skills in a variety of areas related to the yearbook publication process. Whether you're interested in designing pages, taking pictures, writing copy, promoting the book, or securing sponsors, you'll quickly see that this class is all about hands-on learning. In addition to developing your individual skills, everyone in this class has the same goal: to create the most memorable yearbook DMS has ever seen. The key to achieving that goal is teamwork!

## Class Expectations

In this class, students will work with partners, groups, and individually as assigned for a variety of tasks and activities. Students are expected to demonstrate both respect for themselves and for others at all times. Students are expected to make mistakes, but to be open to seeing those experiences as learning opportunities. Students are expected to give their best effort and to ask questions. Students are expected to share their own thoughts and ideas and listen attentively to the thoughts and ideas of others.

While yearbook is a class, participation in events outside of class is expected. Much of the work required for this class can be completed during our assigned class time, but to create the best yearbook possible, all of us are going to need to put in some time outside of regular class hours. The nature of the school events we'll be covering mean that we'll need to put in time outside of normal school hours.

## Grading Procedures

Students will have grades updated weekly in INow each weekend. Students are expected to monitor their grades and set goals for themselves based on their academic performance. If a student is failing or in danger of failing, a conference will be scheduled to come up with solutions to ensure the student's academic success.

## Grading Expectations

Grades will be assigned using task and activity specific rubrics that will recognize attention to instructions, evidence of proofreading, accuracy, and adhering to deadlines.

## Grading Scale

89.5-100	A
79.5-89.4	B
69.5-79.4	C
59.5-69.4	D
59.4 and below	F

## Make-Up Work Guidelines:

According to school district policy, if an absence is excused, the student will have 3 days to make up missed work without penalty. Please refer to your student handbook for more information on excused and unexcused absences.

Students are responsible for asking for late work and for scheduling a time to make up missing work. They may need to come to my classroom during their break time to make up missed assignments.

## Supplies:

There will not be a physical textbook used for this class. Instead, students will use class sets of workbooks, handouts, and digital copies to complete assignments. The student **Chromebook** must be charged and brought to class each day. Other recommended supplies are **3 highlighters, lined paper, and pens/pencils.**

## Additional Notes:

Please note that this syllabus is subject to changes at any point during the school year. Such changes will be communicated through Remind 101 and Google Classroom as appropriate.

If you have any behavioral or learning concerns that you feel need to be shared, please contact the school to schedule a conference as soon as possible. The school number is 251-626-2845.

Please take a few moments to sign and return the contact and release form attached to this syllabus.

Thank you for the opportunity to be a part of your year!

Sincerely,

*Mrs. Tillman*

# Syllabus Acknowledgment & Release Form

Please sign and return this page of the syllabus.

## Syllabus Acknowledgement:

**I have read the syllabus for this course and understand the classroom expectations.**

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Release:

My child, \_\_\_\_\_, has my permission to be photographed and/or videoed for social media purposes at Daphne Middle School during the 2018-2019 school year.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Contact information:

Preferred Contact:

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Method of Contact During the Day:    \_\_\_ Email    \_\_\_ Work Phone    \_\_\_ Cell Phone

Preferred Method of Contact During the Evening (After 4:00): \_\_\_ Email    \_\_\_ Work Phone    \_\_\_ Cell Phone