

# Yearbook Syllabus

## Silverton High School

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### ABOUT THIS COURSE

Students will collaboratively produce an issue of the SHS Yearbook, the Silvertonia. Students will plan, design, write, interview, and shoot photos. The emphasis of this course is learning and applying the skills of storytelling, design, communication, and teamwork. Students will set and meet personal and team goals, communicate effectively, critically evaluate their own work as well as the work of others, and work under frequent deadlines. **Yearbook requires a significant investment of time outside of class.**

### REQUIRED MATERIALS

- One SD Card (SDHC) – at least 4GB in size
  - I recommend you buy one of these from Amazon – they are substantially cheaper than in stores, typically.
- An email account
  - If you don't know how to get into your school email account, I can help you.
- Recommended:
  - If you have a laptop, you can use it for 90% of all Yearbook work, so feel free to bring it to class.
  - If you have a reasonably current smart phone, bring that to class too – smart phone cameras can be used for MANY of the different types of photos we take in Yearbook.
  - If you have your own DLSR camera, you are welcome to use that instead of the school cameras (which are limited in quantity).

### EXPECTATIONS

1. Abide by the Code of Conduct at all times.
2. Substantial attendance at extracurricular activities (like sporting events & club meetings) as a member of the SHS Yearbook Staff. **If you will never be able to attend an extracurricular activity for yearbook, this is not the class for you.**
3. Abide by all classroom rules.
4. Utilize technology in an appropriate and trustworthy manner. **(If for any reason you are banned from using school technology, you will be removed from the Yearbook class immediately.)**
5. Responsibly maintain all Yearbook equipment, including computers, cameras, lenses, tripods, storage media, etc.

### CLASS RULES

1. Respect your teacher & the classroom
  - a. If someone else is talking or giving instructions, you are listening, *not* talking.
  - b. Food and drink are allowed only at the back counter of the Yearbook Classroom, and never around any Yearbook materials or technology.
2. Respect your fellow students
  - a. Support one another at all times – positive feedback, positive criticism.
  - b. Yearbook is about selfless service, not putting your best friends in the yearbook as many times as possible
3. Your best work, every day
  - a. Work till the bell. No lining up at the door.
  - b. Beautiful work takes beautiful thoughts and beautiful intentions – check your ego at the door.
  - c. Our job is to capture Souls on Paper. Forget yourself. The Yearbook is a gift to the rest of the school.

### GRADING SCALE

Grades are based on the following percentages, and will be based on a pure point system:

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 – 0

## GRADES & CLASS WORK

### Academic Work (75% of total grade. 50% Stretch Assignments, 50% Deadline Assignments):

- Deadline assignments
  - Students will submit a feature article on a three-week rolling deadline cycle. These assignments may be completed either alone or in collaboration with a partner. Mr. McElfresh retains the right to veto any given article proposal or partnership on a case-by-case basis. **Every feature article will include the following:**
    - Proposal of topic to editors and Mr. McElfresh.
      - Stories written without approval will receive no credit.
      - Proposals will be modeled in class, and will include all of the following information:
        - Subject of article
        - Article team members (typically 1-2 Yearbook students, larger articles may justify 3 collaborators in **very rare** cases)
        - 3-5 sentence explanation of why this article should be written and included in the yearbook.
        - Proposed interview sources
        - Breakdown of work assignments by team member
    - Interviews
      - Three (3) per story as an absolute minimum. Based on the story and the number of team members, it is possible that Mr. McElfresh will require more than 3 interviews for specific stories based on their complexity, desired length, or other factors.
    - Copy writing
      - The featured story itself. If you have interviewed well, this will be the easiest part of the process. If you have interviewed poorly, it will be the hardest, by far.
    - Photography
      - Minimum eight (8) Yearbook-usable **candid** photos per article, each substantively different from the others. Eight photos of the same shot or shot-type will count as 1 photo.
      - All photos must be tagged appropriately with each visible person's full name, and, in the case of students, grade in school. Misspelled names or mislabeled grades will result in point deductions.
    - Captions
      - Propose captions for each submitted photo.
    - Headline proposal
      - Submit a proposed headline for the article.
    - Editing
      - All written work must be free of spelling and grammar errors, and written in the appropriate professional style. Occasional minor errors are fine, consistent issues will result in a loss of points.
- Stretch Assignments
  - One per week unless told otherwise by Mr. McElfresh.
  - Each stretch assignment requires pre-approval by Mr. McElfresh
  - Chosen & tracked by each individual student on a week-by-week basis, and may include a wide variety of different activities, including but not limited to:
    - Additional articles / feature stories
    - Attending & photographing three extracurricular events (3 events = 1 stretch assignment)
    - Substantial captioning / editing / design work
    - Plan a Yearbook class party
    - Many other options available by request / proposal.

### Personal Management (25% of grade):

- Measured by meeting all appropriate deadlines, including written personal & team goals.

# SHS Yearbook Class Contract

I, \_\_\_\_\_,  
(student name)

have read this entire syllabus and will do my best to carry out these expectations. I understand that the Yearbook Staff is responsible for creating a lasting memory in physical form for the entire student body of more than 1200 students, and I acknowledge the very humbling nature of this task. I am aware that there is a lot of out-of-class time that is necessary to produce the yearbook. I commit to working as hard as I can, as often as is necessary, to produce a Yearbook that I, and the rest of the Yearbook Staff, can be proud of. I promise that as unforeseen situations arise which may prevent me from fulfilling a Yearbook obligation, I will swiftly communicate the issue to Mr. McElfresh and the editorial staff as appropriate.

Sign & date: \_\_\_\_\_  
(student signature & date)

I, \_\_\_\_\_,  
(parent/guardian name)

have read this syllabus in its entirety, including the Class Contract to the left, and I support my student in his/her efforts to produce the best SHS Yearbook yet. I understand that success in yearbook requires a substantial amount of time outside of the typical classroom, and I support my student in this regard as well. I will make every effort to contact Mr. McElfresh ahead of time when my student will be unable to participate in one of these extracurricular activities.

I understand my student's duties may include using personal transportation for off-campus errands at the teacher's request. (initial one)

I give permission.

I do not give permission.

Sign & date: \_\_\_\_\_  
(parent/guardian signature & date)

## OFF CAMPUS PERMISSION FORM YEARBOOK

Your student may end up with responsibilities that will require him/her to occasionally leave the school campus during the school day. Your student will need your permission to leave campus, either by driving or as a passenger in another student's car. Please read the statements below and indicate your preference regarding your student's off campus privileges.

I, \_\_\_\_\_, give my student permission to:  
(parent/guardian's printed name)

(Please **initial ALL** of the following appropriate statements.)

- \_\_\_\_\_ leave campus,
- \_\_\_\_\_ drive other students,
- \_\_\_\_\_ be a passenger in another student's car,
- \_\_\_\_\_ is ONLY allowed to leave campus in a staff member's vehicle,
- \_\_\_\_\_ can ONLY leave campus with verbal permission from parents to instructor first,
- \_\_\_\_\_ is NOT allowed to leave the campus at all.

I understand that students must abide by Silver Falls School District's field trip guidelines when off campus. I have read these guidelines (located on the back of this paper) and am willing to follow these to the best of my ability. I understand that the Silver Falls School District is not liable for any accidents/incidents that may occur while my student is off campus for this class.

\_\_\_\_\_  
parent/guardian signature

\_\_\_\_\_  
student's printed name

\_\_\_\_\_  
date

\_\_\_\_\_  
student's signature

**SILVERTON HIGH SCHOOL  
FIELD TRIP AUTHORIZATION**

\_\_\_\_\_  
STUDENT'S NAME

ENROLLED IN Yearbook  
CLASS TITLE

At times students may need to be off campus during Yearbook Class. (this may happen occasionally during other class periods for SHS events, or to other locations with pre-approval)

DATE: 2016-2017 school year

LOCATION: location subject to change, generally in the Silverton area

Students will leave school during their Yearbook class and return by the end of that class period and will be under the supervision of no one. *This may occasionally occur during different class periods.*

Describe any special aspect of the activity which involves special risks, or any financial obligations the parents may assume: Students will generally be unsupervised. Students will only be allowed to leave the SHS campus for official business related to Yearbook and SHS.

Your signature below indicates that you have been informed of the nature of the activity and have had the opportunity to acquire any additional information necessary to make an informed decision.

Transportation arrangements are as follows:

- Students will be transported in school district vehicles.
- Students will be transported in private vehicles driven by parent volunteers or staff members.
- Students will be transported in private vehicles driven by other students.
- Other – will occasionally be transported by school district teachers or parent volunteers

**FIELD TRIP**

Field trips are an integral part of the educational experience for many classes. However, all classes are important and the privilege of having this experience is dependent upon each student taking the responsibility of making up the work missed in other classes. We expect the student to have each of his/her teachers sign this form and obtain assignments for the classes to be missed. Before giving your permission, please assist us by making sure your student has received the proper clearance from his/her teachers. Your signature below will indicate permission has been granted for your son/daughter to go on the field trip.

\_\_\_\_\_  
Parent/Guardian Signature

**EMERGENCY TREATMENT**

In the event of an emergency, I, the undersigned parent/guardian do hereby authorize the district to obtain any medical care or hospitalization of my child, as they believe necessary for the welfare of my child. I do further authorize any medical doctor or hospital to provide any treatment believed necessary for immediate care of my child. I, the undersigned agree to pay for such medical treatment and shall hold Silver Falls School District 4J harmless from any liability, claims, judgments, and costs incurred as a result of any such medical treatment or hospitalization.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HOME PHONE NO.

\_\_\_\_\_  
EMERGENCY PHONE NO.