



Decatur News Network – Seahawk Yearbook EXPECTATIONS

Welcome to the Decatur News Network!!! Throughout this semester, instruction will be based on objectives of the Maryland College and Career- Ready Standards. In addition, students in Yearbook will have a final assessment/project at the end of the semester.

We are responsible for planning and producing the Seahawk Yearbook. At the end of this year, we must have a completed book to submit to our publishing company. Regardless, we are held to a contract with Walsworth Yearbooks and must pay the \$25,000.00 to the company. We need everyone in class to actively participate in class and complete assignments.

General Class Procedures:

- You will need something to write with and your iPad every day.
- You are required to **attend all zoom classes and answer the daily warm-up question**. Both will be used for attendance purposes as well as daily participation points.
- We will be holding zoom classes multiple times a week, but there will also be some asynchronous days where the zoom class will be optional. This gives everyone a chance to work on assignments while providing time to conference individually if needed.
- DO NOT enter the office area unless you are invited to do so. The Editing Room is strictly off-limits.
- A “Morning Meeting” will take place at the beginning of class. During this time, a lesson will be taught, a survey of progression will be conducted, and story ideas will be “pitched” to the teacher and students.
- You will be charged a fee for materials not returned or damaged.

Overall Expectations for the Semester:

Studio Rules –

- Food and Drinks are not permitted by the computers or video equipment. Leave the room the way you found it or better. Make sure you properly dispose of your trash in the trashcans.
- Cell phones are not to be out or in use unless it pertains to an assignment and you are given permission.
- You are expected to be working. At times, you will be expected to go out into the school building and into the community to complete assignments in a timely manner. Evidence of completed work will be expected upon your return to class. **Make positive choices when leaving the classroom. If you cannot be trusted, you will not be assigned yearbook spreads, you will do work from a textbook, and will not leave the room.**
- No student has permission to leave school unless prior permission is granted. It is a privilege, not a right.
- Attendance is extremely important for the completion of projects, and excessive lateness will impact your grade significantly. **A student will be given a grade of zero for not showing up to shoot an event that he/she agreed to cover.**
- Respect is required from all persons. Learning new skills requires risk taking. Please be tolerant and supportive as we all learn and practice our new marketing and yearbook skills together.

Process/Procedure –

- During the course of this semester, you will be learning almost all components of creating a school yearbook. You will learn about Yearbook Coverage, Design, Interviewing, Yearbook/Journalistic Writing, Captions and Headlines, Photojournalism, Book Marketing, and Ad Sales. My hope is for you to discover your strengths and interests that you can focus on this semester.
- You will be expected to solicit ad sales from businesses. This is how we help fund the yearbook program while also keeping out book prices low. Without the ad sales, each book would cost students between \$120 to \$150, so your work is needed to keep the costs down!
- This is very much a student-led class, with the teacher helping as needed. This is your yearbook and it will be published at the end of the year. Make sure your work is clean, clear, and creative.
- We use an online platform to access our yearbook spreads. It is recommended that you bring your own device each day so you can work on your assignments. If you do not have your device, you may use one of the classroom computers. **You will need chrome to access our online platform, (I will show you how to download it to your iPad) and it is highly recommended that you purchase your own Bluetooth mouse that is compatible with our iPads. We will have a class set to use when we return in person.**

Professionalism –

- Behavior problems while on assignment for DNN or other discipline issues may be cause for loss of privileges to leave the classroom. If this happens, you will do work from a textbook.
- Do not make plans to miss class to do something for another class or teacher without prior approval from me.
- Please be on time for class and for scheduled interviews and events. Being punctual = Being professional.
- It is imperative that you know and understand how to act in a professional manner. When you are out in the school and community, you are representing the class, the school, and the county. I want you to think of this class as an internship; this is not simply a class but a job that you have signed up for. As a representative of the school, you will be watched, critiqued, and evaluated on your behavior and appearance.
- You are expected to dress in a professional manner each day you are going out in the community and into the school.
 - For Men: Khakis and ties **are not** mandatory, but a nice polo or button-down shirt is. You should always wear clean and presentable jeans or shorts.
 - For Women: Do not rush out and buy a pants suit, this is not necessary. You should however dress in a conservative manner, a nice top and presentable jeans or shorts.
 - If you wish to keep a nice shirt or two in the room, please see me. If you are not dressed appropriately, you will not leave the school.

Grading:

Zoom/Class Participation: 10 points per day / 50 points per full week

Homework: Weekly assignments and School Events (Various amounts)

Classwork and Projects: Varying Amounts

Quizzes and Tests: Varying Amounts

Final Exam: TBA

Positions: As with any publication, several positions are available for each member of the yearbook staff, including, editor and manager positions. These positions will be available via applications and more information will be shared at a later date.

Remind: We do have a class remind that you are expected to sign up for. Information for the remind can be found on Schoology. I will use the class remind to push out information regarding announcements and assignments, while also using it to reach out to check in individually. You are expected to use Remind to message me if you are running late to school, have questions about assignments, and to contact me if needed.

Homework: Students will be expected to complete assignments outside of the classroom, but these assignments will be kept to a minimum. These assignments include the school and community events and advertisement sales to businesses.

Absence: Students may be absent from class for illness or emergencies. It is expected that *students will be responsible for getting and completing all of their missed assignments*. County policy mandates deadlines for absent work unless other arrangements are made with the teacher. Please refer to your agenda if you are unclear of the policies sent in place.

Communication: Parents and Guardians are always welcome to phone or email the teacher. Students are also encouraged to arrange to speak with the teacher before or after school for individual conferences and assistance. If you have any questions or concerns, feel free to contact me at 410-632-2968 (direct line to DNN Studio) or by email at DJThompson@worcesterk12.org.

Classroom Protocol

1. Be Present!

Arrive to class on time. If you arrive after the bell or your report time, points will be deducted. Attendance is vital, any missed class results in a loss of these points.

Turn off and turn in your cell phones. Place phones face down on the table in front of you during lessons and activities.

Tune in and tune out other work. Work on assignments for my class; do not work on class assignments during lessons and activities.

2. Be Prepared!

Bring all materials to class that you will need to complete your assignments.

Take care of all water and bathroom needs prior to the start of class.

3. Be Respectful!

Respect yourself, your peers, your teacher, and the studio. Only one person speaks at a time.

Use appropriate language – no foul language, slang, or derogatory statements.

4. Be Awesome!

Do not limit yourself!

Participate in the class – no sleeping, lethargy, or whining.

Follow school rules outlined in the agenda.

Respect the classroom environment, as I strive to keep the room comfortable. I would appreciate it if you leave it as you found it, or better.

General Information:

Cell Phones: There is a countywide and school wide cell phone policy. This policy states that cell phones are not to be used as a communication device between the hours of 8:00 a.m. and 2:40 p.m. As stated in the classroom protocols, all cellphones must be placed face down on the table during instruction and activities. Any student who uses his/her phone during instructional times will have their phone confiscated and locked away until the end of the day and will receive an office referral for non-compliance. There will be times that cell phones can be used for instructor-approved classwork, and you will be informed of these times.

Students Making Up Work Missed: We live by deadlines in this class, and work time is calculated for each assignment. You are expected to make each deadline, yet communication is key. If you find that you need more time on a certain assignment, you **MUST** reach out to me and formally ask for an extension, at least 24 hours before the due date. Late work will be accepted up to two weeks past the due date, with a deduction of points taking place each day it is late. Any assignment turned in after the two weeks will be marked as a 50%, while assignments not turned in at all will be given a score of 0%.

Additional Notes: Again, I want you to think of this course as an Internship, but that also means you need to think of this course as a job. You can be fired from DNN if you are not representing the class properly or producing the quality of work expected by Mr. Thompson and the school. This is an elective course, you do not have to take it, so it is a privilege that you are here.

After reading the syllabus, **please sign and return this page to Mr. Thompson by Tuesday, February 9, 2021.** It is suggested and recommended that the syllabus be kept in a binder or safe place so that you can refer to it as needed throughout the semester.

I have read the above syllabus, expectations, and procedures and I understand what is expected of me this semester in my Yearbook Class and as part of the Decatur News Network.

(Student Name – Print)

(Student Signature)

(Date)

I have read the above syllabus, expectations, and procedures and I understand what is expected of my student in his/her Yearbook Class and as part of the Decatur News Network.

(Parent/Guardian Name – Print)

(Parent/Guardian Signature)

(Date)

