

# MS. REEDER YEARBOOK

2010-2011

Course Syllabus

Room 109/305

CONTACTING  
MS. REEDER

PHONE  
717.328.2146  
EXT. 2249

E-MAIL  
KELLEY.REEDER  
@TUS.K12.PA.US

## STUDENT ACCOUNTABILITY

- I. Be Responsible** - Complete class assignments & make up any missed work (check with your editors when returning to class), participate in class activities, remain quiet during "State of the Union" meetings, and set goals to do your best.
- II. Class Materials** - Bring appropriate materials to class every day, including: 1) 3-ring binder (for notes & handouts) 2) Work in progress, interview notes, any other materials requested 3) pen/pencil 4) digital camera
- III. Cumulative Mid-Term & Final** - Keep in your notebook any assignments, vocabulary, and notes from lectures because the midterm and final will be cumulative. We will go through materials to review for these tests together.
- IV. Textbooks** - You will be held responsible for the condition of any books, cameras, SD cards, or voice recorders checked out to you and loss/damages must be paid before you receive your report card.

## Course Description

This class has one objective: to create and complete a history of the school year in a yearbook format. You will gain real-world skills in this class that you will use in college and in future careers. I am here to guide and help you, but, inevitably, this is YOUR yearbook, not mine!

This class is different from most classes in that it functions more as a BUSINESS than as a class. Look at me as the "owner" of the business. Your editors this year, Taylor Amsley, Courtney Key, and Toryn Quivers, serve as the "managers." They are in charge of handling problems as they come up, and they are the first people you should go to if there is a problem. You all serve as "employees" and are the heart of the business, but this doesn't mean you can't get "fired" or signed out of the class if you are not doing your job.

Every student is expected to participate in all aspects of classwork. You must become a "jack of all trades," serving as a photographer, writer, designer, interviewer, and salesperson. Communication and teamwork are at the heart of creating a yearbook. We need to work together to create the yearbook!

The work we do in class is extremely rewarding, but also painstaking at times. You will be expected to spend additional time on your specific page assignments, not just class time! The more productive you are in class, the fewer hours you will have to devote after the school day, BUT you are expected to attend the events that you are covering (sports, special activities, etc.) so **PLAN AHEAD**. I don't want excuses for why your pages aren't done if you volunteer to cover an activity or event!

## Making the Grade

*Grades are weighted according to the following scale:*

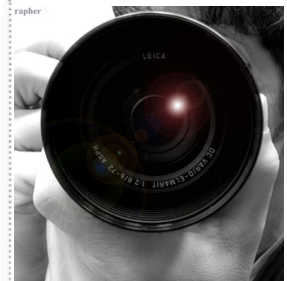
**Final Layout Deadline/Projects.....25%**  
(6 major deadlines and miscellaneous projects)

**Mini-Deadlines.....20%**  
(3 per major deadline)

**Tests.....20%**

**Attendance, Participation, & Professionalism...20%**

**Quizzes/Homework/Moodle.....15%**



"Yearbook is  
BECAUSE of  
you, not  
ABOUT you."

## Expectations

Take pride in being a member of the Citadel staff. Being a member of this class requires a great deal of responsibility, so I expect you to protect our reputation and privileges. As a member of the yearbook, you are expected to meet the following expectations:

1. Follow all school rules/policies at all times. I expect you to demonstrate responsible conduct in my classroom.
2. Always be on time and meet all deadlines (small or large).
3. While individual work is often the case, being a team member is essential. Everyone in the class is a member of our Citadel family. Treat others with respect and dignity while demonstrating positive and cooperative attitudes towards each other and others in the school community.
4. Safely & correctly handle all equipment and materials associated with this class and the publication process (hall passes, cameras, photos, computers, ads, scanners, etc.) You will be responsible for damage to equipment.
5. Please remember "do as I say and not as I do" LOL...Clean, organized work areas promote a good working environment. Take care of the room. Trash needs to go in the trashcan, and all materials should be put away at the end of the period. All computers should be logged off each day. They should be shut down only on Fridays or the end of a week.
6. Be responsible, accurate, & fair in everything that you produce for the yearbook.
7. Computer usage during class is for yearbook production ONLY. They are not to be used to "surf the net" or work on unrelated projects or homework, except by specific permission by Ms. Reeder
8. You will be given a special pass to use when you need to conduct yearbook business during class and throughout the school day. You may not use this pass to leave another teacher's class or to go to the restroom, etc. You **MUST** have permission from Ms. Reeder and sign-out each time you leave on assignment.

## Rules of Thumb

1. Be in your seat when the bell rings (with book, pencil, & notebook for notes).
2. Bring all books, laptops, and materials to class. I will not send you for them, so come prepared!
3. Do not use vulgar or offensive language.
4. Listen carefully & follow directions the first time they are given.
5. NO cell phones!!!
6. No gossip or pettiness will be tolerated. If you must, do it on your own time, not on mine.
7. General rule of thumb: QUALITY over QUANTITY.

## My Pet Peeves

Please refrain from the following:

1. Congregating in the hall by the door before class begins or standing in front of the door prior to the final bell (lining up like in elementary school!)
2. Rude/discourteous behavior (including inappropriate behavior and applying makeup/personal grooming during class.
3. Not cleaning/picking up after oneself (including pushing in your chairs at the end of class!!!!)
4. Asking to go to the bathroom while I'm giving instruction (unless it's an emergency.) Ask before/after class or during individual work time.

## Attendance & Make-Up Policy

Since we function as a business, I expect you to let me know, prior to 12 PM noon, if you will be missing my class via e-mail, phone call, or stopping by my room in the morning before homeroom. This includes for illness, sporting events, appointments, etc. Failure to do so will result in deductions from your professionalism grade.

In addition, if you are absent on the day of a deadline, you **MUST** find a way to have everything turned in that day by 10th period.

Tardies and truancy are also unacceptable. There is a great deal to accomplish, and your fellow staff members are relying on you. If you miss more than 15 days of class/semester, you will signed out of the class and receive a failing grade for the year.



MS. REEDER

# YEARBOOK

2010-2011

Parent Information Sheet Room 109/305

**PARENTS:**

Please feel free to e-mail/call me this year with questions/concerns.

PHONE  
717.328.2146  
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Hello Parents! Welcome to a new school year! This year is going to be all about flexibility with the ongoing renovations taking place at the high school, and I want to thank each of you personally for your cooperation in advance. One of the jobs of the yearbook class will be to document the renovation process as a part of the history of our year.

I look forward to meeting all of you at Parents' Night this fall, but until then, I would like to introduce myself and ask you to read the following description of the Yearbook class your students will be taking this year. I ask that you look over the attached syllabus and go over it with your son/daughter. Please fill out the bottom portion of this page and have your student return it to me by this Friday! I know that my expectations are high for this course, but I know that students will walk away from this year equipped with new skills that will ready them for the "real world." I look forward to an amazing year!

Sincerely,

*Kelley A. Reeder*

## A Little About Me

"Always work to your fullest potential or you fail the most important person....  
**YOURSELF."**

---I grew up in Mercersburg.

---I graduated from JBHS in 2002 and I'm happy to be back as a teacher for my fifth year!

---I currently serve as the Spanish Club advisor, as well as the advisor for the Yearbook! :)

"Positive attitudes are contagious...is yours worth catching?"



**I have read and understand the expectations for Ms. Reeder's Yearbook class this year.**

Student's Name (print) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have read and understand the expectations for Ms. Reeder's Yearbook class and will not hesitate to e-mail the teacher with any questions or concerns.**

Parent/Guardian's Name (print) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

My E-mail Address is \_\_\_\_\_

You can best reach me at (phone number and time) \_\_\_\_\_

# JBHS CITADEL STAFF CONTRACT

2010-2011

Ms. Reeder

Room 109/305

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YEARBOOK PRODUCTION IS A PROCESS THAT REQUIRES ACTIVE PARTICIPATION FROM ALL MEMBERS. PLEASE READ AND INITIAL EACH OF THE FOLLOWING GUIDELINES YOU ARE EXPECTED TO FOLLOW AS A MEMBER OF THIS TEAM AND REALIZE THAT YOUR GRADE (AND THE ABILITY TO CONTINUE IN THIS CLASS) WILL BE IMPACTED BY YOUR CHOICES - BOTH POSITIVE AND NEGATIVE.

1. I will be in class every day ON TIME. If I am late, I will have a signed pass and explain to Ms. Reeder the reason for tardiness. I will call/e-mail/see Ms. Reeder by 12 PM of the day of absence if I will be missing class for any reason. I will notify Ms. Reeder if I need to leave the room on official yearbook business, sign out, and utilize my yearbook pass correctly. \_\_\_\_\_
2. I will contribute the time necessary to create a quality yearbook for the student body. This includes the possibility of staying after school to take pictures, interview, or finish pages. I commit myself to making those times available when necessary. \_\_\_\_\_
3. This is a professional environment, much like a business. As such, I will use my time in class to work on *Citadel* projects only. If I don't think I have anything to do, I will ask an editor how I can help. I can expect to receive consequences for using my time in class for anything other than official business. I will not gossip, curse, use my cell phone, or engage in other unprofessional behaviors during class or while on assignment for the yearbook, noting that I represent the entire *Citadel* staff. \_\_\_\_\_
4. I will work my hardest to accurately and completely cover the year's events. This may mean that I have to attend events outside the school day to complete my work. I will correctly quote, identify, and represent every person covered in the yearbook I will not use my privileges to get my friends in the yearbook or embarrass people I dislike, but work to meet our yearbook goal of picturing every study 3 times. \_\_\_\_\_
5. I will use the yearbook pass and privileges responsibly. I will not use the room or equipment to complete personal projects. I will not allow my friends to use the yearbook room or equipment. \_\_\_\_\_
6. I will handle all *Citadel* equipment with care. When I check out a camera or other equipment, I will keep it completely in my own possession and return it promptly upon completion. I will not leave cameras lying around. I will return cameras fully charged and in proper working condition. I can expect consequences (including restitution - i.e. paying to repair or replace) for mishandling, losing, or breaking equipment while in my possession. \_\_\_\_\_
7. I will hand in my assigned *Citadel* work ON TIME, fully completed, per the deadline and other schedules set by the editors, under the guidance of the advisor. Any extensions must be approved in advance. I can expect that late work due to lack of time management and/or disorganization will greatly impact my grade. \_\_\_\_\_
8. I will become knowledgeable in all aspects of yearbook producing including, but not limited to: use of Jostens' Yearbook Avenue & Photoshop, use of digital cameras, design, news feature writing, caption writing, Jostens' publication process, student press law, and deadlines. I understand that some of the information will be learned through my own reading and through class discussions and presentations. I understand that I may be tested on this information and my grade will be affected. \_\_\_\_\_
9. I understand that business ad sales are a part of my grade and if I do not sell, my grade will be affected. \_\_\_\_\_
10. I will be available and willing to help sell yearbooks during scheduled sales days, as well as to distribute yearbooks at the end of the year. I will also help with any fundraisers that may be deemed necessary by the editors. \_\_\_\_\_
11. I will see Ms. Reeder or the editors if I am having difficulty with design, writing, interviews, ad sales, etc. \_\_\_\_\_
12. While rare, you should be aware of this: I realize that I can be held responsible legally for my actions. This means that if I create or support libelous, offensive, or illegal statements (verbal or visual) in the yearbook, I could be sued, along with my parents if I am under 18. I am protected under the First Amendment of the U.S. Constitution for legal and factual statements and opinions, but not protected for invasion of privacy, obscenity, copyright violations, or defamation of another person's character. \_\_\_\_\_
13. I understand that not adhering to the outlined rules, procedures, and requirements of the course could result in my failing or being removed from the class. \_\_\_\_\_

*I have read and understand the guiding principles as set forth above, and agree to abide by them. I understand that consequences may result from choosing to not follow the aforementioned principles.*

**Signature of Student** \_\_\_\_\_

**Date** \_\_\_\_\_

*I understand the requirements of my son/daughter being on the yearbook staff.*

**Signature of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_