

Grandview Heights Yearbook 10-12



Course Overview:

This course is designed to enable students to demonstrate leadership in the publication of the school's yearbook. Students will learn how to analyze various layout options from a variety of sources. They will demonstrate appropriate leadership and mentorship strategies in the selection and application of a suitable yearbook theme. Students will examine the past yearbooks in order to suggest improvements and identify successful components. They will extend the development of their skills around time management, communication, creative problem solving, reflection, career exploration, responsibility to a group and contribution to school society. Students will participate in editing yearbook sections; acting as design, photographic, copy, grade and section editors. Students will lead in the development of numerous pieces of work for the school yearbook.

EXPECTATIONS:

- **Class Etiquette & Netiquette** (Respect each other in person and online, respect supplies, participate in art critiques and class discussions, clean up after yourself.) This includes following the expectations and code of conduct laid out in the last page.
- **Be on time and ready to work.** When online, your devices are charged, you are in a quiet space free of distractions. Eat, drink, and go to the washroom before class. **No food or drink in the classroom** (water/coffee/tea in a sealed mug is ok)!
- **If absent, please message Mr. Reed on Teams,** have your parent send us an email with your name/block/reason for absence and/or have your parent call the office.
- **Participate in lessons** about photography, design, typography, editing, and other skills.
- **Complete & submit assignments on time.** These requirements allow you to demonstrate some of the skills you're learning daily.
- **Complete assigned yearbook work.** You may need to make time outside of class to get all your work done. While some work can be done at home, the majority should be done at school where you have easy access to help.
- **Meet assigned deadlines.** Missing a deadline is one of the worst things you can do and can lead to reduced responsibility and a lower course grade, as well as problems with the production of the entire

project. In extreme cases, you could cost the school thousands of dollars in late fees and/or be removed from the course.

MATERIALS and Equipment:

Students will use DSLRs during class time. These are expensive and fragile cameras used by many students. If damaged when you have signed out equipment, you must pay. Media cards for the camera will also be provided by the school.

You are required to bring:

- **Please have a duotang or a binder clearly labelled with your name, grade and block. It must include plenty of lined paper.**
- **pen or pencil**
- **USB/thumb drive to back up work/files**
- ***Please bring these items with you to class daily!***

Attendance:

Communication with the entire team is vital. Regularly check in with your classmates. When absent, send a message as soon as possible to me so that we can make alternative plans for getting work done.

Evaluation: Teams

You will be using the Microsoft Teams app. Use your student username and password to log in. On Teams you will find all of your assignments & receive feedback & assessment. If you can't log in, please reset your password using this link <https://staff.surreyschools.ca/pwreset/>

Type of Assessment	Details	Weighting
Formative	Projects, planning and Project Leadership	70%
Summative	In class projects	30%
	Total	100%

- ***70% of your final grade will be based on formative evaluation conducted throughout the course (ie; work & planning in order to meet specific deadlines).***
- ***30% of your final grade will be based on summative evaluation related to specific classroom projects.***

Please read & sign the yearbook student code of conduct (last page) and return it to me.

Grandview Heights Secondary Yearbook Student Code of Conduct

By signing this contract, I am agreeing to act in accordance with the yearbook class' code of conduct.

When on yearbook business, **I will act respectfully & dutifully.** I understand that my actions reflect the yearbook and Grandview Heights Secondary School in general.

When attending school events for yearbook coverage, **I will act as a professional journalist;** my actions will reflect this. I will not hang out with my friends, arrive late, or leave before my job is done. I will not leave before I am sure I have the content I am responsible for collecting. I will be sure to save and submit the content at the earliest possible opportunity. I will not knowingly submit incorrect information.

When designing the pages, **I will be respectful and egalitarian.** The yearbook is a place where our entire student body deserves to be represented and I will make choices based on fair coverage of all students as well as artistic quality.

I will do my utmost to honour all commitments I have made to the yearbook and its staff. If I cannot, I will make suitable arrangements to reschedule and/or find a suitable replacement.

When dealing with private information in yearbook, such as contact information and personal details of others' lives, **I will not share that information with those who do not have a good reason to know it.** I will treat others and their information with the respect and consideration to privacy as I would hope they would to mine.

I will keep our work private. When working with the yearbook's information and photos, I will not copy, steal, or use (for online sharing or my own personal collection) any of it without Mr. Reed's permission. I understand that these items belong to our yearbook collection and cannot be used by anyone else or in any place other than the yearbook. **I understand that these items must be archived by the Yearbook and therefore saved according to instructions in the proper place.** Furthermore, I understand that there is an element of surprise to the yearbook, and I will not show yearbook content to anyone outside of the yearbook class without an editor's or advisor's permission.

I understand that breaking this code of conduct could result in a failure in the course, removal from the class, and other possible disciplinary action.

(Student Name)

(Signature)

(Date)