**Yearbook**

**Austin Catholic High School**

**Mrs. Thomas**

**2016-2017**

**Supplies you will need**

Charged laptop (or a desktop for some students)

 Personal calendar to keep track of deadlines and other important dates

 Optional, but nice to have: computer at home, personal camera, smart phone

**Class structure**

 Students will use writing and artistic skills to produce the 2016-2017 Austin Yearbook.

 Students will be required to participate and attend activities during school and outside the school day to take pictures and conduct interviews to create the Yearbook.

 Students will develop and display cooperative working relationships with each other in order to achieve a group goal.

**My basic rules**

 Be in your seat with all materials when the bell rings

 Be respectful of other people’s feelings, opinions, possessions, and personal space

 Do not interfere with anyone’s right to learn or my ability to teach

 Be seated, quiet, and attentive when others speak (this includes the p.a. announcements)

 Learn and follow my classroom procedures and routines

 Follow all school rules



**Consequences**

 Warning

 Seat change

 Loss of privilege

 Detention

 Parent contact

 Removal from class

 Referral to the office

 Written apology

**My basic procedures**

 When you enter class…

 Sit in your assigned seat

 Log on to your computer and Yearbook Avenue

 Start the “do now” assignment

 When class is over…

 Wait for me to dismiss you, not the bell

 When you are absent…

You can work on Yearbook Avenue from home so absences should not hinder your ability to complete your work and meet deadlines.

When you need to leave the room…

You need my permission (I rarely write passes)

You will be required to use politeness and good judgment when performing Yearbook duties during school and school sponsored activities.

**Probable Assignments by quarter**

 Quarter 1: Practice spread

 Photography activity

 Yearbook Avenue How to assignments (uploading pictures, writing captions, etc.)

 Austin camera instruction

 Letter of application for Yearbook roles

 Participation (ladder and sales meetings, on task in class, etc)

 Quarter 2: Ad sale with money and artwork submitted and thank you letter delivered

 Photo shoot

 Finished Spread

 How to assignments (interviewing, conducting surveys, etc)

 Participation (like 1st quarter)

 Quarter 3: Ad sale (like 2nd quarter)

 Photo shoot

 Finished Spread

 Quarter 4: All activities assigned in order to finish the book by the final deadline

**Grade Scale**

 **Austin Catholic Official Grading Scale will be used.**

**Grades**

Grades are earned for assignments similar to those listed by quarter above. Students who are in danger of not fulfilling the requirements to be a productive member of the yearbook staff will have their schedule adjusted.

**Absent/Late Work Policy**

 High school work is demanding. It’s highly recommended that students miss as few days as possible.

Students who are absent can find links to handouts, power points, and notes on my website.

 Students will be given a reasonable amount of days to make up absent work, usually one day for each day absent.

 **One** late assignment (for full credit) will be accepted each marking period. It will be noted in PowerSchool that the assignment was late.

 Late spreads, ads, photo shoots will receive zeros when the deadline for final submission has passed. The nature of Yearbook publication requires that work be submitted on time.

**Contact Information**

Mrs. Thomas’ website: [www.mrsthomasaustin.weebly.com](http://www.mrsthomasaustin.weebly.com)

 My website will have links to handouts, to online practice, and to any texts we will use in class.

 Mrs. Thomas’ email: cthomas@austincatholicacademy.org

 I check my email periodically during the school day. I will occasionally check my school email from home and respond to students’ questions about assignments. Often students can answer basic question about assignments, grades, due dates, etc. by checking my website, checking Power School, or contacting a fellow student. Please allow 24 hours for an email response.