**Yearbook 2018-2019**

**Disclosure Document**

Instructor Information

**Instructors**: Mr. Chris Griesemer and Ms. Rebekkah Rhodehouse

**Room**: # and #509

**Phone**: (801) 610-8805

**Email**: cgriesemer@alpinedistrict.org; rrhodehouse@alpinedistrict.org

**Meeting Times**: By Appointment

**\*\* If parents need to speak to students during school hours, please contact the front office.**

**Please Do Not Call or Text Students’ Cell Phones During Class!!\*\***

Course Description:

The Lehi High School yearbook is an important publication that catalogues the history of our school each year. This class is designed to increase technical English, photography, layout design, and other computer skills as you participate in a year-long project that will result in a professional publication that will be part of Lehi High’s historical archives. You will focus on giving all of your creativity and energy as we work together towards the creation of Lehi’s official 2018-2019 yearbook.

Required Materials:

* Each student will be expected to have their own **SD card** (at least 4 gigabytes) for this class.
* If this is not a financial viability for your student, please speak privately with Mr. Griesemer or Ms. Rhodehouse and arrangements will be made.

Expectations:

*Timeliness*

Students will be expected to meet all deadlines. Students will also be expected to be on time for class, meetings, events, photo shoots, and interviews.

*Risk-taking*

Yearbook staff members must be willing to take a risk and to try something new. Risk-taking may involve interviewing someone a student does not know or attending events that he or she would not normally attend.

*Responsibility*

When a student agrees to take on the responsibility of working on a student publication, the student must also assume responsibility for his/her actions. Whenever a student is out in the school or larger community fulfilling yearbook responsibilities, that student must act as a representative of the entire school.

*Attention to Detail*

Yearbook is a perfectionist’s business. Students must pay attention to details because details cost money!

 Grades:

Grades are to be *earned* in this class; it is not designed to provide an “easy A” for students. If students are willing to work hard, however, good grades will follow. If students or parents are concerned about a grade, please feel free to see the teacher before or after school, as trying to discuss grades during class time makes it difficult to maintain privacy and provide for sufficient explanation of missed assignments and/or concepts.

Grading Breakdown:

Grades for each term will be determined by the following criteria:

* **Classroom Assignments:** This will include daily assignments given by Mr. Griesemer and Ms. Rhodehouse during the yearbook class period.
* **Quality of Yearbook Spreads:** Yearbook pages will be graded on things like picture choice, quality, research and creativeness of text, correct captions with spellings, and proper style used in caption writing. There will also be “pre-creation” assignments that must be completed throughout the creation of each yearbook spread.
* **Attendance:** Class attendance is mandatory; the yearbook class is not designed to give you an excuse to wander around Lehi. This grade will also include your attendance at events that you were responsible for covering.
* **Deadlines:** Meeting deadlines is *not* optional. Deadlines provide us with necessary time for editing and approval. If your deadlines are not met, you will receive a 0 grade for your assigned yearbook spreads, and your work will not appear in the yearbook.
* **Yearbook Security and Distribution:** We are responsible for creating and distributing the books for which people have paid a significant amount of money. Because of this, any breach of security during the creation and distribution of the yearbook will result in a significant drop in grade. Students who improperly distribute yearbooks at the end of the year WILL FAIL 4th term.

Grading Scale:

The grading scale for Yearbook is as follows:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | 95-100 | B+ | 87-89 | C+ | 77-79 | D+ | 67-69 |  |  |
| A- | 90-94 | B | 83-86 | C | 73-76 | D | 63-66 | F | 0-59 |
|  |  | B- | 80-82 | C- | 70-72 | D- | 60-62 |  |  |

Late work and Grading Procedures:

* All assignments must be ready to go and handed in on the due date to receive full credit. Due to the pressing issue of deadlines, there is no room for students to turn things in late. Extenuating circumstances may be discussed on a case-by-case basis with the teacher.

Equipment Use:

* All yearbook photos must be taken with Mr. G-approved photography equipment, whether it is the school’s or the student’s.
* All staff equipment must be checked out and returned within **24 hours** so that others may use the equipment for their assigned events. Students who do not follow the check-out and return policy will not be allowed to use school equipment.
* Computer access is required for participation in the yearbook class. All district policies regarding computer use are in effect for this class. You will be required to submit a computer-use agreement in order to access the computers, if this is impossible for whatever reason, students will need to enroll in a different class.

After-School Responsibilities:

Many assignments—event coverage, photo shoots, and interviews especially—will be completed outside of class time. Students should plan transportation needs and homework schedules accordingly. In addition, as deadlines approach, each student will be required to stay after school to finish pages on the computer.

“Out Clause”:

If, in the first few weeks of school, you discover that being involved with the yearbook is not for you, PLEASE speak with Mr. Griesemer or Ms. Rhodehouse; they will be happy to work with the counselors to make the necessary scheduling changes. It is absolutely necessary that each member of the yearbook staff is committed to the task at hand, and we want all students to *want* to be on staff.

Personal Notes from the Teachers:

**Classroom Procedures/Citizenship:**

We want to make this yearbook class an energetic and fun learning experience where students feel as though they have truly had a hand in recording Lehi history. Therefore, our policy is RESPECT. We expect you to be respectful of us and of all other students in the school, as you will be creating the book that they will look back at for years to come. *Think before you act, shoot, or write*. Any instances of inappropriateness or unkindness will result in a reevaluation of your place on the yearbook staff.

**Opportunities for Help:**

As your teachers, we have two priorities: you, the student and the yearbook itself. All decisions that we make and all that we do in class are designed with these two things in mind. We want nothing more than to make sure that we’ve *all* done our best to ensure that you have learned necessary concepts and skills throughout the course of the year. We will do all that we can to monitor your progress and intervene at any point, if we feel that there is anything that we can do to help you learn and grow. If, at any point, you feel yourself slipping or struggling in class, PLEASE come see us. We are more than willing to work with you after school or at lunch, to re-explain or re-teach concepts and assignments to you individually.

Student’s Last Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Period: \_\_\_\_\_\_\_

Student’s First Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Yearbook**

**Disclosure Document**

**Parental Acknowledgement Form**

Please fill out the information below as completely and neatly as possible. Sign in the necessary places indicating that you have read this entire document and understand/accept the requirements for this course. Detach this section and return it to Mr. Griesemer and Ms. Rhodehouse.

**First Parent/Guardian Contact**

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Relationship to Student: |  |

|  |  |
| --- | --- |
| Email: |  |

|  |  |
| --- | --- |
| Phone Number: |  |

**Second Parent/Guardian Contact**

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Relationship to Student: |  |

|  |  |
| --- | --- |
| Email: |  |

|  |  |
| --- | --- |
| Phone Number: |  |

Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Yearbook 2018-2019**

**Equipment Use Agreement**

**As part of the Yearbook staff, your student will be documenting this year at Lehi High School. In doing so, they will be required to use approved Yearbook photographic equipment at times. In order to keep the equipment in good working order, students are expected to abide by the following terms:**

* Student will check out equipment from the advisors at the end of the school day, before an event.
* Student will check in equipment with the advisors the morning after an event.
* Student will **never** allow photo equipment out of his/her possession while checked out; this includes handing it over for use by friends, family, and even other yearbook staff members.
* Student will not leave equipment in vehicles.
* Student will not leave equipment in lockers, other teachers’ classrooms, or any place other than on his/her person.
* Student will report any equipment malfunction to the advisors as soon as humanly possible.
* Student will not use equipment for any purpose other than intended Yearbook use.
* Any use of equipment to intimidate, harm, or harass Lehi High School students, teachers, or other patrons will not be tolerated and will result in immediate dismissal from the Yearbook Staff.

Price breakdown of equipment used for replacement for purposes:

* Nikon D610 ………………………………..…$1,800.00
* Nikon D40/D300 Camera Body………………$550.00
* Nikon Lenses (multiple options)………………$300-$2100.00
* Nikon P100……………………………………$300.00
* Manfrotto Monopod/Tripods…………………$350.00
* Sony Bloggie…………………………………...$80.00

(Please note that these are often checked out as a “kit,” these kits can value up to $6000)

By signing this document I give permission for my son/daughter to use school photography equipment according to the terms listed above. I understand that violation of the above policies may constitute suspension, revocation of equipment privileges and/or disciplinary action. I also understand that should any harm come to the equipment while in the care of my son/daughter, I will be held financially responsible for replacement and/or repair.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Last, First Middle)*

Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian’s Signatur**e: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_