Welcome to...

Yearbook!

Teacher: Ms. Dunn
Teacher Website: http://msdunninh1.wordpress.com
Telephone: 560-3956 x. 56401
Other contact information: Room H-1/Box 37
Teacher Email: rachel.dunn@dpsnc.net
Conference and Tutoring Opportunities: by appointment

This syllabus provides classroom policies and procedures, as well as other relevant course information.

Course Description:
In this course we will learn the fundamentals of putting together a school-wide publication, as well as learn business procedures, writing styles, and photography. The end result of the class will be the 2010-2011 NHS Polaris Yearbook. This will be a fun, exciting, and challenging class that will ask you to work hard.

Course Texts:
For reference, we will use materials provided to us by Herff-Jones, including a basic “how-to” curriculum that we will use for reference throughout the year.

Required Materials:
Materials for this class will be provided for you. If you have access to a digital camera, you may choose to bring it and use it. However, please note that Polaris and NHS will not be responsible if your camera is lost, stolen, or damaged. We do have a digital camera that you may check out and use. Please see the camera check-out policy attached to this syllabus.

Student Responsibilities/Course Requirements:
Students need to come to class with all necessary materials and a positive attitude. It is expected of them to follow all rules and procedures of the class. Students need to take responsibility of their own actions, keep up with deadlines and assignments, and ask for help when needed.

Types of Assignments and Explanations:
The assignments in this class are centered around 3 key components: Ad Sales, Spreads, and Class Participation. The spreads will be broken down into deadlines and components. For explanation, see the chart below.

Grading Weight:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spreads</td>
<td>40%</td>
</tr>
<tr>
<td>Deadline 1</td>
<td>10%</td>
</tr>
<tr>
<td>Deadline 2</td>
<td>10%</td>
</tr>
<tr>
<td>Final Submission</td>
<td>20%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>35%</td>
</tr>
<tr>
<td>Ad Sales</td>
<td>25%</td>
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</tbody>
</table>

Yearbook does have a final exam at the end of both semesters. It will count for 25% of your grade. The above categories account for 75% of your grade. Please note: the DPS School Board has extended the exam exemption policy to cover all grade levels in non-EOC, non-VOCAT classes. To be exempt, you must have an A average and no
more than 3 absences or a B average with no more than 2 absences. Absences due to field trips or religious holidays do not count toward this absence tally, but all others do. For more information, see DPS Board Policy #4106.

**Website Usage:**
This class does have a website that is listed above in the contact information. Class assignments and materials will be posted on this website, as will extra credit opportunities that will **NOT** be announced in class. Please make a habit of checking the website regularly. Our yearbook creation software is also web-based. You will be given a unique log-in and password. Please do not share this information with anyone. You are able to access the website from home if you wish.

**Class Policies**
1. **Be in your seat, prepared, and ready to begin class when the bell rings.** Don’t get locked out—you will not be admitted to class without a pass after the tardy bell rings. If you do get locked out, you are responsible for obtaining information that you miss during the time you are out of class (Student Handbook, pg. 13).
2. **All electronic devices (cell phones, MP3 players, etc.) need to remain OFF and in your bag at all times.** Cell phones and electronic devices are not allowed in class. I will give you one warning to put it away—after that, I will confiscate the item. If it becomes a regular issue, you will be given a discipline referral.
3. **Be respectful of items loaned to you by the teacher or school.** You will be asked to pay for items such as textbooks and novels loaned to you by the teacher or school if they are lost or damaged. If it is assigned to you, it is your responsibility.
4. **No food or drink in class at any time.** The only exception to this policy is bottled water with a lid.
5. **You get 3 bathroom visits per quarter.** Use them wisely. Each pass that you do not use becomes a point of extra credit on the end of that quarter. Bathroom passes are not transferrable. Bathroom passes do not roll over from one quarter to the next.
6. **Be respectful of yourself, your teacher, your fellow classmates, and your learning environment.** We all have to “live” here. Clean up after yourself, treat items that belong to the teacher or others as if they are your own, and act like a respectful member of the community.
7. **You will not leave class without a hall pass or your Polaris press pass.** Your press pass will only allow you to do yearbook-related activities. If you need to use the restroom, go see another teacher, or take care of something in the office or guidance, you must get a yellow hall pass from me. You must “check out” before leaving class to work on yearbook-related activities.
8. **Follow all Northern High School Policies not outlined here.** If it’s in the handbook, it’s a policy, and you are expected to adhere to it.

**Consequences of Not Adhering to Policies:**
**First Offense:** Warning
**Second Offense:** Lunch Detention and Call Home
**Third Offense (and after):** Write Up and Call Home
If the problem persists after three offenses, administrative action will be taken.

**Late Work Procedure**
It is especially important in this class to make sure that you meet deadlines. Missed deadlines can mean a delay of our book, extra cost to the school (or to students), or, in an extreme case, your pages being left out of the book. You will be checked and graded on a regular basis to ensure that deadlines are being met. Late work will be docked 10 points a day before grading. For example, if your assignment is two days late, the highest grade you will be able to receive is an 80.

**Ad Sales**
Ms. Bonner has extended the good faith to allow SOME students to leave campus to sell ads during class time. She and I trust that you are mature enough to handle this responsibility.

Here are the regulations:
1.) You MUST have the permission form (attached to this syllabus) signed by a parent. I WILL BE CALLING HOME TO MAKE SURE THAT THE PARENT DID INDEED SIGN THE PERMISSION FORM. It will be on file with me before you leave to sell ads.

2.) You MUST be a licensed, insured driver. The only people allowed to leave class to sell ads will be licensed, insured drivers.

3.) Seniors with open lunch, you may not leave until lunch. This means you must come to class for the first 5 minutes. You will be written up for skipping otherwise!

4.) You must return to class by 12:50. You MAY NOT USE selling ads as an excuse to be late to your 4th period class. You MAY NOT USE selling ads as an excuse to skip 4th period. Even if you have early dismissal, you still MUST check in at 12:50. If you are habitually late to 4th period, not only will you have your privilege to sell ads off-campus in class revoked, but you will have your parking pass revoked as well.

5.) You may only leave class 3 days a week, and you may only leave class for the first 6 weeks of class.

6.) The school (and all school personnel), the class, and I are not responsible should you get a ticket or get into an accident. Please drive responsibly as you are selling ads.

7.) Please do not abuse the privilege you’ve received. If I suspect that you are wasting time off campus and not selling ads, I will not allow you to go off-campus any longer.

WE ARE DOING THIS ON A TRIAL-BASIS. IF YOU DO NOT TREAT THIS AS A PRIVILEGE, WE WILL NOT DO IT AGAIN. MAKE ME PROUD!

Remember, you must sell $400 worth of ads in any combination. You may sell more if you choose. $400 of ad sales is a 93.

Important Info!

Here are your editors for the 2011-2012 Polaris Yearbook:

Editor-in-Chief: Kirsten Ellis
Copy Editor: EJ Newsome
Photo Editor: Marlene Lantigua
Advertising and Index: Tisha Cash and Brooke Franklin

Our publication company is Herff-Jones.
Our representative from that company is Susan Saxon.

Important Dates!

September 15—Make-Up Senior Pictures
September 16—Underclassmen Pictures
October 17—Underclassmen Make-Up Pictures
Yearbook Fall 2011
Northern High School

NHS Polaris Yearbook 2011-2012 Off Campus Ad Sales Permission Form

Licensed, insured drivers will be able to leave campus to sell ads during the first 6 weeks of the fall semester during 3rd period with parent permission. Here are the regulations:

1.) Students MUST have this permission form signed by a parent. Parents will be contacted to be sure that they have seen the permission form and that the signature is valid. It must be on file with me before students leave to sell ads.

2.) Students MUST be licensed, insured drivers. The only people allowed to leave class to sell ads will be licensed, insured drivers.

3.) Seniors with open lunch must check in with me BEFORE going to lunch. If I do not see a student before class, he/she will be counted absent. Juniors or seniors without open lunch must check in with me at 11:25 to go sell ads. If I do not see a student at 11:25, he/she will be counted absent.

4.) Students must return to class by 12:50. Students MAY NOT USE selling ads as an excuse to be late to 4th period. Students MAY NOT USE selling ads as an excuse to skip 4th period. Even if a student has early dismissal, he/she MUST check in at 12:50. If he/she is habitually late to 4th period, not only will he/she have his/her privilege to sell ads off-campus in class revoked, but he/she will have his/her parking pass revoked as well.

5.) Students may only leave class 3 days a week, and may only leave class for the first 6 weeks of class.

6.) The school (and all school personnel), the class, and I are not responsible should a student get a ticket or be involved in an accident. Students need to remember to drive responsibly as they are selling ads.

7.) If I suspect that students are wasting time off campus and not selling ads, I will not allow them to go off-campus any longer.

Please read the following statements, initial on the lines provided, and sign below.

I, ___________________________________, the parent or guardian of _______________________________________________.

1.) ___________agree to let my student travel off-campus to sell yearbook ads during third period from 11:15-12:50.

2.) ___________allow my student to travel with another licensed, insured driver. (If you wish for your child to only ride with specific people, please list below. Otherwise, it will be assumed that your child may ride with any licensed, insured driver enrolled in the class.).

____________________________________________________________________________
____________________________________________________________________________

3.)____________understand that this privilege does not take the place of open lunch, and if my child is a sophomore, junior, or senior without open lunch, he/she will not be allowed to leave campus before 11:15.

4.)_________understand that this privilege could be revoked if my student is habitually late to 4th period or habitually skips 4th period.

5.)_________understand that the school, the teacher, and/or the yearbook class are not responsible if my student should get a ticket or be involved in an accident while off campus during class time.

_____________________________________________________________________________________   _______________________________
Student Signature           Date

_____________________________________________________________________________________   _______________________________
Parent/Guardian Signature          Date

Please staple a clear, legible copy of the student’s driver license to this permission form. A copy of the student’s driver license must be on file with this permission form in order for them to travel off campus.