

# YEARBOOK 2022-2023

Teacher/Yearbook Advisor – Ms. Transier

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Office Hours: By appointment

## REQUIREMENTS

- All photographers must attend at least **2 after school events per semester**. They cannot be the same sport. We will not cover more than 2 games of any team this year unless we encounter a problem and need extra photos.
- Every staff member must maintain their **3-ring binder**, there will be 2 Binder Checks for a summative grade throughout the quarter. Incomplete Binders will be graded accordingly. **No grade changes.**
- Every Staff member will be required to cover at least **1 after school event a semester** or take-on a management position. It is your responsibility to sign up for and complete this task. I will make sure that there are plenty of opportunities for everyone including non-photographers to fulfill this requirement. However, I will not track you down and tell you to do so, this is on you. If you have not done at least 1 afterschool assignment at the end of the semester, do not come to me and ask for something to do. Jobs will be posted as they come up (usually multiple weekly) and it is your responsibility to sign-up for something and complete this task. ***Not completing this will result in a mandatory loss of 1 letter grade.***
- When deadlines are coming up, if we are behind a mandatory **working lunch** or **after-school** work session may be called and students will be required to attend.

## **RULES** *(failure to follow these rules will result in an immediate referral and possible removal from the class)*

- When you are conducting Yearbook Business either on campus or at campus events, you are representing Yearbook and must conduct yourself in a professional/responsible manner. Which means the following:
  - **BE RESPECTFUL** (to teachers, coaches, parents, spectators, etc.)
  - Show up **ON TIME** and ready to do your job
  - **Follow whatever RULES** the coach, club sponsor or classroom teacher informs you of. Different coaches have different rules...it is your job to know what they are and follow them whether it is the way you normally do things or not.
  - Always be **COURTEOUS** and **KIND** to whomever you are interacting with.
  - Wear your Yearbook T-Shirt & have your Yearbook Press Pass visible.
- No more than 2 photographers per event.
- If you sign-up to cover an event and something comes up and you cannot, it is your responsibility to notify Ms. Transier and the Editor-in-Chief ASAP.
- **YEARBOOK PRESS/HALLWAY PASSES** are a privilege and should never be misused. Misuse will result in a loss of this privilege and possibly removal from class.

## **PERKS** (*Being on yearbook Staff is a privilege that comes with many perks*)

- Sell 4 Full Page Ads (or equivalent) = **Free Book**
- Sell 1 Ad and get  $\frac{1}{2}$  **price on your yearbook**
- **Contests and Prizes** every month
- **Pizza Party's** – throughout the year (usually whenever we meet a deadline)
- **Awards Banquet** – end of year
- Varsity Letter for all who complete the year with a grade of a C or above.
- A Yearbook **Press Pass** gets you into the event you are covering for free.

## **GRADING**

### **Formative:**

- Various Canvas assignments
- Weekly Point Sheet:
  - **Point Sheets** (to be kept in binder) Ms. Transier will grade every Friday. *Only points that have been signed off on and approved by either Ms. Transier or the Editor-In-Chief will be counted.*
  - 90 - 100 = A
  - 80 - 89 = B
  - 70 - 79 = C
  - 60 - 69 = D
  - Below 60 = F

Points are awarded for all tasks assigned and completed (other than assignments in Canvas)

**COVERING AN EVENT, PAGE COMPLETION, AD COMPLETION, STORY COMPLETION** - To receive points for these tasks Rubrics **MUST BE TURNED IN WITHIN 3 DAYS OF COMPLETED TASK**. You will not receive points without turning in the rubric. (*See Rubric section in binder*)

Graded Rubrics will be returned to Binder and must be kept there for reference.

### **Summative** (3 a quarter):

- **Professionalism Rubric** – Ms. Transier will evaluate each student's performance at the 3<sup>rd</sup> & 8<sup>th</sup> week of each quarter and grade per the "Professionalism Rubric"
- **Binder Check** – Binders must be kept up to date with all important information/handouts and notes regarding yearbook. A Binder Check will take place at week 4.