

WELCOME 2015-2016 Yearbook Staff

Dear Yearbook Staff and Parents/Guardians,

I am Miss Ioane and I will be your 2015-2016 Yearbook advisor. I am new to the district and am very excited to see what this year holds for us all at Roosevelt Jr. High. A little information about myself: I graduated from California State University, Stanislaus with a Bachelor of Arts in English and a Bachelor of Arts in Communication Studies with a minor in Psychology. I also completed my single subject credential through CSU Stanislaus. I spent the last year teaching at Delhi High School where I co-taught the senior English expository reading and writing course (ERWC). I am excited to start out this school year with my students, your child, and I know this year will be full of great experiences, fun, and a lot of learning.

This is an informational letter to let your child and you know about my classroom routines, student expectations, and the policies I have set up for my classroom in accordance with school policies. Your child has chosen to be a part of the very large and important task of creating the 2015-2016 Roosevelt Jr. High Yearbook; this is not a task that should be taken lightly. As a member of the yearbook staff your child will be held to strict deadlines and a failure to meet those deadlines could result in not having a school yearbook and a failing grade for the quarter. Yearbook will consist of tasks such as learning to use the Herff Jones online yearbook design program, taking photos at school activities during and after school, selling advertisements to businesses in the Modesto area, and rigorous writing activities. This class is not an easy 'A' and while we will be having fun, we will also be working hard to produce a yearbook this school with cherish and love for years to come. I would greatly appreciate it if you would take the time to review this letter with your child in order to avoid any questions or concerns later in the year.

Materials Required:

- A binder with dividers or a folder to keep student work and notes organized.
- A large supply of **college ruled** binder paper or a **college ruled** notebook specifically for this class.
- Pencils, pens (**blue or black ink & red or pink ink**), and highlighters (**blue, yellow, and orange**).

Classroom Expectations:

- **Respect:** Students are expected to have a common respect for their peers, myself and/or any substitute or guests in the classroom, and themselves.
- **Punctuality:** students need to be coming to class on time and prepared to start class as soon as the bell rings with required materials, completed homework, and ready to work on the day's activities with a positive attitude.
- **Academic Language:** Students are expected to use appropriate language at all times showing their academic abilities and professionalism.
- **Organization:** Students need to be keeping record of assignments in their school provided planner and have a clean and organized binder and/or folder for this class so that all notes and assignments are easily accessible.

Classroom Routines:

- Classroom routines will vary depending on the progress of the yearbook and the activities happening around the school week to week.
- Student will be informed as soon as possible of any changes to the schedule and what activity's they will be required to attend, such as sporting activities and school dances.

Homework/In Class assignments:

- Taking pictures for the yearbook.
- Activities to assist them in the yearbook curriculum such as creating and designing pages of the yearbook.
- Writing articles, captions, and stories.
- Selling advertisements for the yearbook.
- Promoting the yearbook on campus and at school activities, such as back to school night.
- Attending after school activities in order to write an article on the school event and/or take pictures for the yearbook.

Late Work:

- Any and all assignments must be completed and turned in on or before the deadline, failure to do so will result in a score of 0 (zero) for the assignment, no exceptions.
- Additional assignment that are not related to the Herff Jones deadlines are due on the due date, late work will receive 50% of the score earned on the assignment. Exceptions may be made if a signed parent note is provided explaining why the assignment was not completed by the due date (this does not apply to deadlines for pages of the yearbook).

Technology:

- Students are not to use any form of personal technology in class without permission. Any and all technology devices must remain in students backpacks at all times. Technology devices, include but are not limited to, are: cellphones, ipads, ipods, headphones, laptops, etc.
- Students will spend a lot of time in the computer lab where we will be working on the pages for the yearbook, any student using these computers for anything except yearbook purposes will lose participation points for the day.

Restroom Passes:

- Students are not permitted to use the restroom during instructional time.
- Student may use the restroom during work time as long as their pages are progressing at a sufficient pace and the privilege has not been abused, such as asking to use the restroom numerous time in one week.
- Student must sign out and take the bathroom pass with them when leaving the classroom and sign back in when they return to class.

Student's grades will be updated as frequently as possible on PowerSchool where you can view student's current grade and assignments. Feel free to contact me at my email loane.B@monet.k12.ca.us, call me, or schedule a parent/teacher conference. My email is the best way to reach me and I will respond as soon as possible. Thank you for taking the time out of you busy schedules to review this letter with your child. Together I believe that we can help your child learn and grow in the most positive and supportive environment possible.

Sincerely,

Miss. loane, 2015-2016 Yearbook Advisor
Roosevelt Jr. High

****These classroom expectations, routines, and policies are subject to change throughout the year and an updated copy will be sent home if any changes are made****

Please detach this form and return this page to Miss. loane by Friday August 14th. Keep this letter for your records. ((Returning this document counts as the first homework assignment)).

I _____, have read and discussed the information in this letter with
(Print Parent/Guardians first and last name)

My child, _____ and we both understand the routines, expectations,
(Print Students first and last name)
and policies of your classroom.

Parent/Guardian signature _____ Date ____/____/____

Student's signature _____ Date ____/____/____