



Mountain Range High School
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<http://www.mountainrange.adams12.org>



School Year	2018-2019	Teacher Name	Jay Van Loenen
Office	Teacher Workroom-South (back row)	Website	www.mountainrange.adams12.org
Phone	720-972-8595	Rooms	C117, C124, & C136; AcademicSupport Time-C136; Plan Periods-2,4,7
Email Address	Van009519@adams12.org		

Course Name	Yearbook: The Toughest Class You'll Ever Love		
Course Description	Students in this course will produce the school's yearbook. Be prepared to put in extra time in and out of Mountain Range's regular school day. Student's applying should be responsible and highly motivated to produce a book for the school representing the year's events. They will plan and design the yearbook, write copy, design layouts, interview students and staff, and take pictures.		
Unit of Study	Grade Level Expectations/Content Standards	Approximate Time Spent or Percent of time Spent	Targeted Date of Assessment
Interviewing	Speaking & Listening, Reading, & Writing	Ongoing	Ongoing
Photography	Visual Arts	Ongoing	Ongoing
Caption Writing	Speaking & Listening, Reading, & Writing	Ongoing	Ongoing
Copy Writing	Speaking & Listening, Reading, & Writing	Ongoing	Ongoing
Alternative Copy Writing	Speaking & Listening, Reading, & Writing	Ongoing	Ongoing
Graphic Design	Visual Arts	4 – 6 weeks	4 th Quarter
Design Software	Technology	2 weeks	1 st Quarter

Assessment/Practice Proficiency Levels		Course Grade Scale	
4	Advanced Understanding of the Standard	A	89.5 - 100
3	Meets the Standard	B	79.5 – 89.4
2	Approaches the Standard	C	69.5 – 79.4
1	Does not Meet the Standard	D	59.5 – 69.4
		F	0 – 59.4

Grade Reporting Criteria/Weights	
Yearbook Production	30%
Yearbook Pre-Production	35%
Planning	25%
Practice	10%

Grades are based on achievement of Content Standards and Grade Level Expectations.
 *Weekly progress grades are posted at <https://ic.adasm12.org/campus/portal/adams12.jsp>

General Expectations
<ul style="list-style-type: none"> Grades are based upon the demonstration of proficiency on units associated within specific grade reporting criteria. Assessment: 90% Assessments are a means to determine a student's mastery and understanding of information, skills, concepts, or processes. Practice: 10% Practice includes opportunities for students to receive clear, specific, and timely feedback as they are developing knowledge and skills, prior to Assessments. Assessments will be graded based on teacher/district/state rubrics.
Class Expectations
<p>Missing or incomplete assignments/assessments for this course: Superintendent Policies 6280 Homework and 6281 Make-Up Work will be followed for this course. They state that it is the student's responsibility to request and obtain missing work. When a student has an excused absence, the student has the same number of days they were absent plus one day to make up assignments. Students who are unexcused may not be able to receive feedback from Practice prior to required Assessments.</p>



Student Expectations

- **Grades**
 - **Yearbook Production – Final Deadlines – 30%**
 - This is the final version of the assignment that will be printed in the yearbook. Students will receive feedback on assignments before the final deadline. *Once the final deadline has passed, the work cannot be turned in for credit.*
 - Meeting final deadlines is required in order to receive the yearbook on time.
 - **Yearbook Pre-Production – 35%**
 - This includes weekly assignments you and your team have set for your assigned spreads.
 - **Planning – 25%**
 - Includes: group brainstorming/spread planners, outside hours, and event coverage.
 - **Practice – 10%**

Includes any assignment that is designed to help you practice yearbook production such as assignments, quizzes, etc.
- **Be Professional**
 - Students will be expected to follow all rules in the MRHS Handbook.
 - Students will be expected to adhere to the Code of Ethical Conduct of the National Scholastic Press Association at all times as a member of the yearbook staff.
 - Be Responsible
 - Be Fair
 - Be Honest
 - Be Accurate
 - Be Independent
 - Minimize Harm
 - Be Accountable
 - Students who do not follow school rules and code of conduct can be dismissed from staff.
- **Absences & Tardies**
 - It is very simple: If you are not here, you can't get your work done. Be present--physically and mentally. ***If you are late to class, there will be consequences.***
 - Please keep in mind that Jostens (our publisher) does not follow our district policy regarding absences.
- **Supplies**
 - Binder/folder, notebook, pencil, ID, press pass. Leave all yearbook notes/info in the classroom. Always.
- **Food and Drink**
 - Yerds rely on food to make it through deadlines. Please bring in food to share, keep it away from the computers, and clean up after yourself!
- **Outside Hours**
 - Yearbook is an academic class as well as an extra-curricular activity. Therefore, it is mandatory that students spend time outside of class working on yearbook deadlines. Staff members can plan on working (on average) at least one hour a week outside of class time on yearbook stuff—attending a meeting, going to a sporting event, interviewing students or teachers, photographing an event, etc. Students will receive a grade for outside hours in each quarter.
 - Each staff member will cover (ie. take photos, interview and complete event coverage sheet) at least 2 events outside of class time (ex. Football game, club meeting, Chemistry experiment, lunch activities, promposals, etc.)
- **Collaboration**
 - The yearbook staff is a team dedicated to producing the best book possible. Each student must be willing to do his/her part for the team and the book. *Compromise* and a *good attitude* will take you far.
- **Care For Equipment**
 - As a member of staff, you will have access to use (expensive) school equipment. Care is to be taken with all items and all damages are to be reported immediately. Equipment is to be used by yearbook staffers ONLY. It is the expectation that you will return equipment promptly, upload photos immediately, recharge batteries, and delete memory cards.