



PRODUCTION SYLLABUS

Dear Parents/Guardians and Students:

INTRODUCTION: Students in Production create the yearbook and newspaper. Students must work on both the yearbook and newspaper. This class is student led, and all work is student edited. Each month students will produce an issue of the Portal, and each year they produce a volume of the Archive. In the second quarter of semester one students work with ASB to hold the Winter Carnival which serves as a fundraiser for the yearbook and newspaper. Students will work individually and in groups.

MAJOR WORK SEMESTER 1:

Yearbook	Newspaper	Winter Carnival
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HOMEWORK POLICY/LATE WORK: This course is NOT IN EDGENUITY, and it DOES NOT FOLLOW THE MODULE SYSTEM, so homework will assigned weekly and is DUE EVERY THURSDAY at the start of class. Late work will be docked one letter grade for every week day late. **Work is due every Thursday, even if you are absent.** DUE TO THE TIMELINESS OF WORK IN THIS CLASS, IF YOU DO NOT MEET YOUR DEADLINES, work may be reassigned to other students.

STUDENT EVALUATION: Letter grades are based upon points obtained from yearbook (40%) newspaper (40%) professionalism (10%) and classwork (10%). The following standard grade percentages will be utilized: A=100-92.0; A-=91.9-90.0; B+=89.9-88.0; B=87.9-82.0; B-=81.9-80.0; C+=79.9-78.0; C=77.9-72.0; C-=71.9-70.0; D+=69.9-68.0; D=67.9-62.0; D-=61.9-60.0; F=59.9-0. Parents and students may check grades at any time via <https://aeries.redlandsusd.net/ParentPortal/LoginParent.aspx>

DEADLINES: Students must stay caught up on all deadlines. If students do not meet their deadlines their grade for the project in which the deadline is missed will be severely affected. If students habitually miss deadlines assignments may be reassigned to other students.

CLASS RULES: The class will follow rules established by the eAcademy Attendance and Discipline Policy. We work in groups often in this class. Be professional and respectful with your groups. Your professionalism is a part of your grade.

ATTENDANCE: Since this class is not online ATTENDANCE IS CRUCIAL. Attendance is counted in your classwork grade. Classwork can not always be made up, so make it a habit to be in class on time everyday. If you do miss class make sure that you call me or your editor and let us know you will be absent. Your deadline still must be met if you are absent.

THE MAC IS TO BE USED BY APPOINTMENT ONLY. YOU ARE NOT PERMITTED TO USE THE MAC WHILE OTHER CLASSES ARE BEING TAUGHT IN ROOM 3 WITHOUT PRIOR PERMISSION. IF YOU NEED THE MAC TO MEET YOUR DEADLINES YOU NEED TO PLAN AHEAD.

PLEASE

DETACH _____

I have read the above **Production Syllabus** and understand the course requirements. I am aware that this document is also available for my review anytime on the eAcademy website.

Student Name (Print) _____ Student Signature

Parent Name (Print) _____ Parent
Signature _____

E-mail address _____ (please write clearly) Phone
Number _____