

# Guide to Success

In Mr. Chisholm's 8th grade  
Yearbook class 2017-2018

## ABSENT:

Schoolwork is an important responsibility. Although students may miss school occasionally, work still needs to get done by deadlines set by the teacher and the yearbook publisher. Arrangements can be made for extreme circumstances; however, students need to know that they may have to double their efforts when they return to school. Work needs to get done on time or there is no yearbook.

## ASSIGNMENTS/LATE WORK:

The purpose of the class is to create a yearbook. Some work will be done in the classroom and some work must be done outside of school hours. All work must get done—there are no exceptions. Students who fail to meet deadlines will be penalized and/or have their work assigned to others for completion.

## BEHAVIOR PROBLEMS:

Students are expected to follow the class, grade level, and school rules at all times. If a student chooses to misbehave, the general consequences are:

- ✓ One verbal warning=no penalty
- ✓ Two verbal warnings=five minutes after school
- ✓ Three verbal warnings=fifteen minutes after school
- ✓ Continued misbehavior may result in one or more of the following:
  - ◆ Extended detention after school
  - ◆ Removal from the classroom
  - ◆ Referral to the assistant principal
  - ◆ Parent/teacher conference

Depending on the offense and frequency, punishments can vary. See the student binder reminder for additional rules and penalties.

## CLASS RULES:

1. Follow directions the first time given
2. Bring materials to class
3. Keep hands, feet, and objects to yourself
4. Stay in your seat unless you have permission to do otherwise
5. Raise your hand and wait for permission to speak
6. No throwing objects of any kind for any reason

## DETENTION:

There are after school detentions for students who break classroom and school rules. Students who fail to show for detention or fail to have paperwork signed by a parent/guardian will receive further disciplinary action.

## eDESIGN

To complete the yearbook, students will use eDesign, an online program provided by the yearbook publisher. Students will access photos, clip art, statistics, deadlines, and other vital information necessary to completing the yearbook.

## EXCUSES:

*It's at home...I lost it...I had things to do...I mismanaged my time...the Martians beamed it to the mother ship....*

Excuses lead to failure. To succeed in yearbook, time management is very critical. It takes many days to research, gather information, and arrange a yearbook page. Never put off anything tomorrow that can get done today. If a student cannot finish their assignment on time, others will have to step in and finish the work.



## GRADING:

Yearbook is a pass or fail class. Students need 70% or greater on their overall score to pass the course.

## KEEPING BUSY:

Sometimes there will not be enough yearbook work to keep busy for the entire class. In that case, students are encouraged to complete assignments from other classes and/or read. Students should not use "down time" to socialize or play on the computers.

## LATE? TARDY? UH-OH!

Students need to be on time to class. If students are anywhere else other than sitting in their assigned seats when the bell rings, they are considered tardy.

## LEAVING THE CLASSROOM:

Students cannot leave the classroom without a pass from the teacher. If a student must leave school early, the parent/legal guardian must make arrangements with the front office beforehand.

## LOCKERS VERSUS BACKPACKS:

A locker is an important tool. It allows students to hold books and supplies so they don't have to lug around a heavy backpack all day. While backpacks are great for storage, they destroy books, notebooks, and other fragile supplies. If books are damaged, fines will be issued; if notebooks are mangled, they become useless. Use the locker!

**PLAGIARIZING: DON'T DO IT!**

Plagiarizing is copying work from someone else. This can have far reaching consequences and must be avoided. Plagiarizing will result in losing credit for the assignment and possibly further penalties.

**QUALITY:**

Students must complete work that is of high quality. People pay a lot of money for a yearbook and they do not want to see blank or partially completed pages. It is common for students to have to edit work several times to meet standards. Students should always strive to do their best work.

**RESTROOMS:**

Students will receive three restroom passes each quarter. Students may use the restroom without a pass; however, these students will be held five minutes after school for each use of the facilities. Provisions will be made for students with health issues.

**SUPPLIES:**

It is recommended you have each day:

1. #2 pencils
2. Pens
3. Lined loose-leaf paper
4. Binder reminder



**WEB SITE:**

Classroom information, learning aids, worksheets, videos, teacher contact, links, and other information are available at this website:

**[www.door24.org](http://www.door24.org) or  
[www.mrchisholm.com](http://www.mrchisholm.com)**

Copies of this sheet can be obtained from the Classroom page on the website.

Please sign below indicating that you read and understand the rules and policies of Mr. Chisholm's classroom.

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Student Name (print)

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Student Signature

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Parent Name (print)

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Parent Signature