# **Mrs. Bernard’s 8th Grade Yearbook Class**

Email: [HillaryD**.**Bernard@cms**.**k12**.**nc**.**us](mailto:HillaryD.Bernard@cms.k12.nc.us)

Website: [BMSJournalismAndYearbook**.**weebly**.**com](http://bmsjournalismandyearbook.weebly.com/)

Remind 101: text @8yrbk to 81010 for updates and reminders

Jostens Website Job Number: 10502

Welcome to Mrs. Bernard’s 2019-2020 yearbook class! You should know that you’ve earned the *privilege* of being a part of the team that will create this year’s yearbook. This is a big deal! You were specially selected and have a great responsibility in front of you! This class is to be treated with just as much importance as one of your core classes.

I’m looking forward to a great year, but first we need to get some things in order to create a positive classroom and, above all, your success! In order to ensure that things run smoothly and efficiently in class, all students will be expected to learn the following rules, routines, and procedures, in addition to the expectations for all Bailey Middle School students. *Please file this document in the section of your binder that is dedicated to this class where it will remain for the school year.*

**Mrs. Bernard’s Class Rules:**

1. Students will not enter the classroom without an adult in the room.
2. Students will ***quietly walk*** between the main building and outside modular units.
3. Begin your warm-up immediately.
4. Sit in your assigned seat for the entire class.
5. Raise your hand if you wish to speak. You may do so when Mrs. Bernard calls on you.
6. No chewing gum.
7. Bring your chromebook, journalism binder, notebook paper for notes, and writing utensils to each class.
8. Keep all materials given by Mrs. Bernard (hand-written or printed notes, articles, etc.) in your yearbook binder and bring these to class for the rest of the school year.
9. No eating or drinking in class (only plain water with a lid is ok).

**Homework:**You’ve earned the privilege of being a part of the only class in Bailey Middle School where people literally pay to see your homework. Deadlines are meant to be taken seriously. **Mrs. Bernard’s deadlines are Jostens’ deadlines.**

**Grading:** \*Classwork, warm-ups, homework, quizzes 35%

\*Tests, projects, surveys, spreads 65%

**Mrs. Bernard’s Class Routines and Procedures:**

**Entering the classroom:** Always walk from the main building to Mrs. Bernard’s classroom calmly and quietly. Pick up any necessary materials, and then walk directly to your seat (do what you need to do before class starts—sharpen your pencil, set materials on your desk, etc.) and immediately begin your warm-up. Do not leave your seat once you begin your warm-up. **I should not have to ask you to start your warm-up. Please start immediately.** You should be seated and starting on your warm-up *before* the bell every day.

**Getting the teacher’s attention in class:**Please raise your hand—no need to blurt out or interrupt.

**Using the bathroom, getting a drink, or going to your locker:** Once you’ve been given permission my Mrs. Bernard, you will sign out on the clipboard, take the pass, and return in a timely manner. Sign back in when you return, and quickly get back to work. Please do not interrupt lessons to ask to use the restroom, unless it is an emergency.

**Turning in your BEST work:**We are creating a publication with the mission of documenting Bailey Middle School’s 2019-2020 school year—it is *imperative* that you always do your best work and meet deadlines. It is also very important that you ask questions of your peers and/or Mrs. Bernard if you don’t understand something. **I am always available to help you every step of the way throughout the year to ensure your success!**

**Equipment:** In yearbook, you will have access to using fragile and expensive equipment that is the property of Bailey Middle School. It will be expected of all of you to handle this equipment with utmost respect and care. It is also expected of you to return and properly store this equipment at the end of its use. Being a student in yearbook class does not entitle you to the use of this equipment, and using it without Mrs. Bernard’s approval will not be tolerated.

**Photographing/Interviewing:** At times, some of you will need to leave the classroom in order to photograph classes, events, etc. This privilege is to NOT be taken advantage of. It is expected that all students who are allowed this responsibility will take it very seriously. **Wandering around the halls, photographing subjects outside of your assignment, talking with others in the hall, and/or not reporting back to class in a timely matter will not be tolerated and will be reported to your grade level Assistant Principal.** **Misuse of yearbook’s time, physical property, and/or intellectual property will also not be tolerated. Referrals will automatically be issued to students who violate these terms of privilege and trust. Misuse on social media could result in dismissal from the class and/or ISS or OSS.**

**Leaving the Classroom at the End of the Period:**In order to be dismissed, all borrowed materials (cameras, SD cards, pencils, ID tags, chromebooks, etc.) must be carefully returned in their appropriate places. All tables and chairs must be straightened to their original format, and all trash must be disposed in a designated trash bin. *Make it a habit to turn and glance back at your work space once you have all of your belongings to make sure you haven’t forgotten anything!*

**Making Up Work After an Absence:** ALWAYS LET MRS. BERNARD KNOW IF YOU’RE GOING TO BE ABSENT. If you didn’t know ahead of time, email her! This will become more and more important as we progress into the school year. You will have two days for every one day you were absent to turn an assignment in. **Any assignment that is still missing after 1 week since your return to class will be an AUTOMATIC ZERO**. Keep this in mind: when one person doesn’t do their yearbook job, someone else has to pick up the slack—***even when you’re absent, you’re still responsible for completing the yearbook assignments that have been given to you!*** If you’re too ill or physically incapable of completing any assignments, please notify Mrs. Bernard A.S.A.P. so she can reassign your yearbook tasks to another student. Once you’re back at school, you will make up the grades with an alternate assignment.

*\*Please note that yearbook is a highly team-oriented and collaborative class. When you notify Mrs. Bernard of your absence, also notify any and all of your yearbook team members. Also, there will occasionally be times when students will need to communicate with each other outside of class time in order to successfully complete their assignments.*

**\*Daily Must-Have Items: \*Highly Suggested (non-required) Must-Haves:**

**BMS Chromebook Camera SD Card(s)**

**Flash Drive (4 GB or higher) Digital camera**

**Loose-leaf notebook or loose-leaf notebook paper 3-hole punch for binder**

**Binder/section in binder to file materials Small stapler**

**Sharpened Pencils Small notebook for interviews**

**Pens (at least 2 different colors) Recording device (not cell phone) for interviews**

**Highlighters**

**Your BMS agenda**

**Possible consequences for not following any expectations, rules, routines, or procedures, no matter whether they’re stated on this form:** Verbal Warning, Signature, Time-Out in Another Classroom, Parent Contact, Written Referral, Detention, *Removal* from yearbook class

**Requested Supplies:** Boxes of tissues, antibacterial wipes, new/used paint brushes (for making posters), pencils, colorful sharpies (any size), colored printer paper

I have read and agree to follow the classroom routines and procedures. I promise to respect myself, my peers, my teacher, and my learning environment at all times.

*Student Signature*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understand the routines and procedures for this class and will hold my child accountable to them:

*Parent Signature*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*