

# DIGITAL PRINT DESIGN YB

## SLADE / STUDENT DISCLOSURE

Dear Parents:

Your son/daughter has selected to participate on the Eastonia staff. As the yearbook advisor, I would like to outline the course objectives and staff responsibilities. The class is designed to meet the demands of the printing industry as well as provide life time skills for the students. Staff members will be producing a 100% digital submitted yearbook, using state of the art equipment. Training in Adobe InDesign, a page layout program, layout principles, and copy writing will be provided to all staff members.

Your student is about to begin an exciting, challenging, and stressful year. With the demands of deadlines and producing a quality yearbook that represents the entire student body at East High School, it is important that every staff member is aware of there responsibilities. I ask that you help me instill the principle that "if I don't do my job, then some else will have to".

Attendance and punctuality will be a major influence in the grading process since every staff members efforts effect the quality of the final product and the cost of producing the yearbook. There are responsibilities that will require staff members to attend after school activities and spend late nights meeting submission deadlines.

### STAFF EXPECTATIONS

- Follow through on all page and photo assignments by determined deadline.
- Staff is expected to attend class daily and to be on time. All absences must be excused prior to the start of class or they will considered unexcused.
- Food or drinks of any kind will not be allowed in the lab. (except water)
- Respect the rights of others in the class at all times.
- Participate in all activities required to meet deadlines and create a first rate book, including after school work days.
- Adhere to all East High School and Salt Lake School District code of conduct policies when including information and photos into a layout.
- Students may need to travel to school activities so I am asking that all students/parents complete and sign the permission to operate a private vehicle for school activities. If your student is unable or not allowed to drive vehicle for school purposes just put "will not be driving" in vehicle description. If you will not allow your student to transported by another student please contact me at 801-583-1661.

### Attendance:

Daily attendance is very important to the students success in the class due to the nature of supplies and equipment needed to complete class assignments. The school attendance policy will enforced, the policy can be located in the student hand book pages 6-7. Absences must be excused within 5 days of returning to school or they will be unexcused. It is the students responsibility to determine and complete missed work on the day they return to class. Student may make up all work and assignments only if the absence is excused. I provide an after school lab on Tuesdays.

## RULES FOR SUCCESS

- Yearbook staff are the only people allowed to see proofs and page print outs.
- Put away all pages, print-outs and resources at the end of the period.
- Always check out before leaving class.
- Don't change things on other peoples pages.
- Leave proof sheets in page folder.
- Photos are for yearbook use only, all other uses must be approved by Mr. Slade.
- Always use correct names and double check spelling.
- Procrastination hurts everyone in the class and creates poor appearance.
- Always use spell check.
- The editors make the final call, but will always be open for suggestions.
- Use your time wisely.
- Always be were you say your going to be and follow through with your assignments.
- Communicate with everyone on the staff and don't walk other peoples words.
- No trash talking other peoples ideas.
- Friends are not allowed to hang out in class.
- Work together as a team.
- Complete your pages before working on personal or school work.
- Keep a positive attitude.
- Double check **EVERYTHING**.
- Have fun!

## Canvas & Grading:

Many assignments to be graded will be submitted through Canvas. Canvas allows me to provid-  
ed terminology, demonstration videos, and other resource to the students. Students can access  
Canvas from home at <https://slcschools.instructure.com>. It is important all students become famil-  
iar with using the platform as quickly as possible. The following are key features of Canvas.

**HOME:** The home tab is the lifeline for this course. It displays all of the course content divided in  
to modules. Each module has a clearly defined set of learning objectives. Please reference them  
before beginning and after completing a module. It should be your goal to thoroughly understand all  
learning objectives upon the successful completion of a module.

**ANNOUNCEMENTS:** The announcements tab is how your instructor will communicate with the  
class. An announcement will be sent every Monday at 7 am to remind students what they should  
be working on. These announcements will correlate to the master course schedule "Semester at a  
Glimpse" (page 4). I will be showing the students how to forward all announcements via text mes-  
sage in the next few days. Parents are encouraged to have announcements forwarded via text  
message or email, your student will be able to set up forwarding for you by the end of the week.

**GRADES:** Grades in Introduction to Graphic Communications will be posted at all times. It is each  
students' responsibility to keep track of their own grades. Once all items in a module have been  
graded your instructor will lock the module and additional submissions will not be allowed. (aka-  
Work is due by the date posted.) Email your instructor at [todd.slade@slcschools.org](mailto:todd.slade@slcschools.org) with any  
questions about grades. Grades will be posted on Power School as soon as all grading is complet-  
ed.

Please note: Not all activities are graded. Assignments, quizzes, participation, etc... are graded.  
Other activities are supplemental exercises and may not be graded. They are intended to help you  
complete the graded assignments.

A = 100-94%    A- = 93-90%    B+ = 89-87%    B = 86-83%    B- = 82-80%    C+ = 79-77%  
C = 76-73%    C- = 72-70%    D+ = 69-67%    D = 66-63%    D- = 62-59%    F = Below 59%

## **SkillsUSA:**

Students enrolled in a CTE Skilled & Technical (Graphics) can join SkillsUSA, a CTSO (Career and Technical Student Organization). SkillsUSA provides the student with opportunities to for Personal Growth and to develop Leadership Skills through field trips, service projects, guest speakers, and skills competitions. The membership fee for East High SkillsUSA is \$25. Please fill out the East SkillsUSA Membership application at [joinskills.ehsgraphics.org](http://joinskills.ehsgraphics.org). Parents, SkillsUSA participation in region, state and national events requires national membership and the membership registration asks for the following information: Students Name, Home Address, Personal e-mail, DOB and Grade Level in school.

## **Concurrent Enrollment/Fine Arts Credit:**

Students can receive up to 3 SLCC credit hours through concurrent enrollment second semester. These credits can be used as an elective towards Graphic Design and Electronic Publishing majors at SLCC or be transferred to most colleges as elective credit. There is a cost for concurrent enroll of \$5 per credit hour and a one time \$40 enrollment fee (\$55). However, the cost for these credits on campus would be \$445. This concurrent enrollment course can also be used for .5 credit of Fine Art for graduation. Concurrent Enrollment will be offered second semester for Digital Print Design / Yearbook.

## **Office Hours:**

I am available to meet with parents and students on Tuesdays & Wednesdays from 2:30 - 4:00 pm. Please contact me via e-mail at [todd.slade@slcschools.org](mailto:todd.slade@slcschools.org) to schedule a visit.

## **Contact Information:**

I would also like to encourage parents to participate in their daughter/son's education by contacting me if they have any questions or concerns relating to a particular class. Normal school hours are 7:00 to 3:00, phone 583-1661 ext. 1306. However, it is best to reach me at "todd.slade@slcschools.org". It would also be helpful if you add my e-mail to your address book to prevent class updates from being sent to spam. Don't forget Parent Conferences September (1st Semester) and March (2nd Semester) I look forward to meeting you then.

In an attempt to keep you better informed about projects and assignments, parents are encouraged to add their e-mail to your students "Other Contacts" in Canvas Settings. You can select the information you would like to receive in Canvas Notifications. Students will be trained on the process as part of the computer basics assignment.

**Parents & Students can follow East High Graphics at:**

**Facebook: [www.facebook.com/EHSGraphics](http://www.facebook.com/EHSGraphics)**

**Twitter: "slade@ehsgraphics"**

**Instagram: EHSGraphics**

**Website: [ehsgraphics.org](http://ehsgraphics.org)**

## **Non Discrimination Policy:**

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

**Keep the disclosure for your records.  
Return the completed Student Info Sheet,  
and Student Transportation Permission Forms next class.**

# G8: Parent/Guardian Permission for Student to be a Passenger in a Private or Rental Vehicle Transporting Students



## REQUIREMENTS

1. It is occasionally necessary for a student to be a passenger in a private or rental vehicle being driven by another student or adult driver to school activities. The following requirements apply for authorized use of private or rental vehicles:
2. The activity is approved by the school principal for students who will need to leave the school campus.
3. High school students may not transport children younger than high school age and must have the approval of the principal to transport other high school students.
4. Each driver must have a valid Utah driver's license in order to qualify for transporting students.
5. Students may not drive if they have had a conviction for an alcohol/drug related driving violation. Adult drivers may not drive if they have had a conviction in the past 10 years for an alcohol/drug related driving violation. No one may drive if they have had more than two moving violations in the last 12 months.
6. Each vehicle must have liability insurance coverage. This responsibility is not assumed by the district.
7. Drivers must ensure that the vehicle has passed state-required safety inspections.
8. It is the student passenger's or his or her parents' duty to confirm that the driver carries the required
9. Insurance. Information regarding the insurance company and policy number can be obtained from an insurance identification card provided by the company which must be carried in the vehicle at all times.
10. This form must be kept on file in the school.
11. REMEMBER - The driver and all passengers must wear seat belts. It's the law

Activity(ies):	Location(s):	Date(s):
Yearbook Coverage	As Needed	8/21/17- 6/6/18
Staff Lunches	TBD	11/21/17, 3/22/18, 5/23/18

DRIVER: Adult driver ( ) Student Driver ( )      VEHICLE: Private ( ) Rental: ( )

## REQUIRED SIGNATURES

HIGH SCHOOL STUDENT ONLY: I have read and accept the above district policy on becoming a passenger in a vehicle driver by another high school student.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

HIGH SCHOOL STUDENT ONLY: I give my permission for my student to be transported by another high school student or adult driver to an approved school activity(ies) as noted above.

Parent/Guarantee signature: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL REVIEW:

Principal or assistant signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Retain this form in the school for 4 years*

Non-Discrimination Statement: The Salt Lake City School District does not discriminate on the basis of age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation in its programs and activities, except where appropriate and allowed by law. The following person has been designated to handle inquiries and complaints regarding prohibited discrimination, harassment, and retaliation: Kathleen Christy, Assistant Superintendent, 440 East 100 South, Salt Lake City, UT 84111, 801-578-8251. You may also contact the Office for Civil Rights, Denver, CO, 303-844-5695.

# G8: Transporting Students to and from Activities and Field Trips Adult Driver of Private or Rental Vehicle Transportation Record



## Transporting Students

### DRIVER INFORMATION:

This record is to be completed whenever a parent or other patron provides transportation for students from the school to an approved school event, including field trips.

School: \_\_\_\_\_ Date: \_\_\_\_\_

Driver: \_\_\_\_\_

Event: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Vehicle: Private ( ) Rental ( ) Rental company insurance purchased: \_\_\_\_\_

Utah driver's license number: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Policy number: \_\_\_\_\_

Policy period: \_\_\_\_\_

### REQUIREMENTS:

1. Drivers must have valid Utah driver's license.
2. Drivers must either be a parent/guardian of a student participating in the activity or an adult 25 years of age or older.
3. No one may drive if he/she has had a conviction in the past 10 years for any alcohol/drug related driving violation or more than two moving violations in the last 12 months.
4. Each vehicle must have liability insurance coverage. This responsibility is not assumed by the district. The name of the insurance company and policy number information can be obtained from an insurance identification card provided by the company and carried in a vehicle.
5. Drivers must assure that there are operable seat belts for each passenger and must require passengers to use them.
6. Drivers must ensure that the vehicle has passed state-required safety inspections

### REQUIRED SIGNATURES:

I have read and understand the above requirements. I agree to abide by them.

Signature of driver: \_\_\_\_\_

Signature of administrator: \_\_\_\_\_

*Retain this form in the school for 4 years*

# Student Info Sheet

Digital Print Design YB

I have read and agree with all the information on the Syllabus  
and in the "Welcome to Digital Print Design Module" in Canvas:

Student Name (Print Legibly) \_\_\_\_\_ Period \_\_\_\_\_

Student e-mail: \_\_\_\_\_

Student Cell Number: \_\_\_\_\_

Address: \_\_\_\_\_

Fathers Name: \_\_\_\_\_ Mothers Name: \_\_\_\_\_

Contact Number between 2:30-4:00 pm: \_\_\_\_\_

Parent e-mail: \_\_\_\_\_

What is most important part of the yearbook? \_\_\_\_\_

List your 10 closest friends:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

(5) \_\_\_\_\_ (6) \_\_\_\_\_

(7) \_\_\_\_\_ (8) \_\_\_\_\_

(9) \_\_\_\_\_ (10) \_\_\_\_\_

List activities in order of importance that you would like to see in the yearbook:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

(5) \_\_\_\_\_ (6) \_\_\_\_\_

(7) \_\_\_\_\_ (8) \_\_\_\_\_

(9) \_\_\_\_\_ (10) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature: \_\_\_\_\_

This Sheet must be signed and filled out by the second day of class.

# Welcome To Yearbook

1- Log on to the computer:

User Name: first initial / last initial / student number

Password: two digit month and four digit year of birth (ex. 082003)

2- Boot up Safari from the dock.

3- Go to "ehsgraphics.org"

4- Log into Canvas: (use Canvas link at "ehsgraphics.org")

User Name: District E-Mail (todd.s741@slcstudents.org)

("FirstName"."FirstLetterofLastName""lastDigits of StudentNumber"@slcstudents.org")

Password: Same as computer log in

5- Review the "Welcome To Digital Print Design" Module.

5- Complete "Initial Response."

6- Take "Welcome Quiz."

7- Complete "Introduce Yourself."

8- Fill Out "Student Info Sheet." & "Permission Forms" with parent/guardian. (Permission for Students to be a Passenger is required for class success, but Students Transporting Other Students is optional)

9- Log into Canvas & Review the Welcome Module & Syllabus

with parent/guardian. (Paper copy of available upon request)

10- Sign "Student Info Sheet." & "Permission Forms," Return next class for credit.