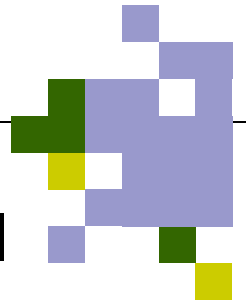


s t a f f • m a n u a l



The Jaguar Yearbook Staff Manual

2009-2010

In the real world, nothing happens at the right place at the right time. It is the job of journalists and historians to correct that.
Mark Twain

August, 2009

Dear 7th and 8th Grade Yearbook Students,

Congratulations on being selected to be a part of the 2010 yearbook staff! Get ready to learn the fine art of publishing and documenting the events of Jag life in a way that will make all students here feel important.

You may be called a yearbook **nerd**—it's okay. You may hear me call you a "**honey bun**" as you leave for your next class. It means I think you work hard. I may ask you to "**hit the halls.**" I don't mean for you to go on a tear—but rather want you to go digging for the story of the year. If I ask you about your "**beat**", I want to know if you remembered your press pass to get into the game you are shooting for—or the fine arts performance you are reporting on. If I forget your name, correct me. If I am in a bad mood it usually means we might not meet a deadline.

We will be using InDesign, Photoshop and YearTech plug-ins to create our 8 inch trim yearbook. This elective is as much a business class as it is a writing and photography class. You will learn to interview, write in journalistic style and master digital photography. At the end of the year you will be able to create advertisements, design magazine layouts and edit photos like the professionals. Your photos may win awards; your copy will give us more than details and you will design like a graphic artist.

You can view the yearbook staff manual—online. I encourage you to view the CeVMS journalism website at www.schoolsinsession.com. You may access my site using this URL OR via the school site by going to the CeVMS home page (www.roundrockisd.org/cedarvalley) and clicking on the faculty tab and then my name.

We use *Junior High Journalism* by Homer L. Hall, *The Radical Write* by Bobby Hawthorne and *The Ultimate Yearbook Book* published by Jostens. Projects and exercises using InDesign and Photoshop will take you into a new arena—that of reporting and keeping history alive.

This is my fifth year as the journalism teacher at CeVMS and my 13th year teaching. I have a B.S. in Education with a concentration in English and have been a yearbook and newspaper advisor for nine of those years. In addition, I have been a school administrator and a campus technology specialist.

I am looking forward to a GREAT year!

Sincerely,

Mrs. Nikki Dowd

nikki_dowd@roundrockisd.org

class website - www.schoolsinsession.com

Classroom - 2145

Direct line - 428.2385

yearbook production

Over 1100 students, teachers, and parents eagerly await the arrival of *The 2010 Jaguar* in May and will examine the work you accomplish this year. You will be challenged as a journalist and managing your time will become second nature as you learn the fine art of publishing. You will become a valuable part of the “yearbook team.” But, it will also require work, cooperation and dedication on your part.

To help you prepare for this awesome publishing venture, we will spend the first eight weeks learning the ropes, so you feel more confident about what is required of you and the word—PRODUCTION.

CeVMS YEARBOOK MISSION STATEMENT

The yearbook elective provides an opportunity for students to create a “history” book for middle school students' years at CeVMS. The culminating publication will be an engaging, upbeat and lasting memory of the school year. Composition includes laying out pages, taking photos and writing copy. A yearbook can do one of two things. It can be an accurate historical record of a school year, or it can do enormous damage to individuals if coverage is not dealt with appropriately. The fact that a yearbook is a keepsake that is meant to be enjoyed for years to come should ensure that the staff takes great care in making certain all material is fair, true and in good taste. What you think is humorous may be offensive to others. As a word of caution - think of the person you are writing about as if it were YOU. The yearbook is ALL ABOUT YOU!

COURSE GOALS

- To produce an award-winning yearbook
- To learn organization, planning, successful group dynamics and leadership
- To learn time management skills
- To learn writing and reporting techniques
- To learn how to copy edit and proofreading other's work
- To learn photo composition and use and care of digital cameras
- To learn layout and design rules
- To learn desktop publishing skills using Adobe InDesign and Photoshop (CS3)

MATERIALS

- Blue or black pens
- Yellow highlighters
- Pencils with eraser
- Pocket folder

Put your name on the front of this manual and keep it in your binder. You will refer to it often throughout the year.

GRADING

Grading is on a percentage system. Students conference with Mrs. Dowd to review their six-week grade.

Quality of Work – 55%: This includes teacher assignments, quizzes, writing assignments, photography, proofreading and layout/design. **Meeting Deadlines –** Late work causes problems for everyone. For every day an assignment is late, points will be deducted from your deadline grade.

Time on Task – 45%: An effective staff is work oriented, spending their time on the task at hand or helping others; wandering the halls; socializing and disrupting the work of others is not productive and is not tolerated. **Overtime (O.T.) –** Yearbook managing editors are required to work at least four hours outside of class per six-weeks to meet deadlines. Section editors and staff members are required to work at least two hours outside of class. This can be accomplished after school from 3:45 – 4:30 p.m. on Tuesdays and Wednesdays in our classroom or outside of class by signing up to take photos of scheduled events and getting interviews. You may send in story drafts/notes via email to nikki_dowd@roundrockisd.org. I will place your drafts in your “file” on the server.

SURVIVAL RULES

Yearbook is much more than a class. You will be responsible for one or more spreads and will have deadlines for spreads. You must meet these deadlines so our delivery date is not jeopardized. Everyone must work together to make sure all of us meet deadlines, work overtime and attend after school workdays. *The Jaguar* staff is like being part of a family. Every member is important and your actions impact the entire staff. Staffers are expected to conduct themselves responsibly and courteously both inside and outside the journalism room whether working with other staff members or conducting interviews and gathering information for a poll, story or quote.

CLASSROOM EXPECTATIONS

Always come to class with an OPEN MIND!

- ▶ Respect Yourself—Respect Others—Respect Those Who Teach!
- ▶ Arrive to class on time and come to class with your supplies. Your pocket folder and extra notebook paper can be housed in your mailbox.
- ▶ Use appropriate language at all times.
- ▶ Take care of computers and photography equipment.
- ▶ Visit the journalism website (www.schoolsinsession.com) if you are absent to view assignments, etc.
- ▶ This is a class where you WILL learn from your peers—meaning interaction is an important learning tool. You must converse with your classmates in order to publish a yearbook. The key to productivity is how you interact!

Should you choose not to follow these expectations, the following consequences will occur:

1. Seat Change
2. Student conference
3. Parent Contact
4. Teacher detention (D-Hall)
5. After school detention
6. Saturday detention
7. Removal from class and discipline referral
8. In-school suspension

Consequences listed are in an approximate order. Depending on the offense a step may be skipped because of certain school-wide rules that supersede our classroom expectations.

If you follow the rules, the following consequences will occur:

1. Verbal praise
2. Positive note/phone call to parents: Purple Postcard, Exemplary Behavior Referral
3. Special privileges—sitting in the director's chair, hitting the halls
4. Excellent/Good Conduct Grade
5. Goldfish—The Official Yearbook Snack!

TOP TEN REASONS THIS ELECTIVE IS THE BEST

1. Taking digital photos allows you to 'hit the halls'
2. Press passes get you where the action is
3. Your stories will include a byline—your name in print
4. Your photos will include a photo credit—your name in print again
5. This is a TEAM effort and you will make some lifelong friends along the way
6. Goldfish crackers are the official yearbook snack
7. Peppermint Patties are the official birthday treat
8. After school parties
9. You may be selected to be on the yearbook staff in high school if you work really hard!
10. The Yearbook Haven—you know about it first-hand

WEEKLY LESSON CYCLE

- ▶ Each day—Follow instructions on the board/view www.schoolsinsession.com for the week, file graded work in your pocket folders, use typing pals for warm-ups, etc.
- ▶ Mondays—Production Schedules/Introduction to New Material (*Junior High Journalism* by Homer L. Hall and *The Radical Write* texts by Bobby Hawthorne, *The Ultimate Yearbook Book* (Jostens), group instruction, handouts, workbook

- ▶ Tuesdays & Wednesdays—Application—Production Mode/Projects/Online Quizzes
- ▶ Thursdays - Evaluation—Online tests or quizzes that cover journalism TEKS and/or other material covered in class for the week
- ▶ Fridays—Reflections/Review with gallery walks or games/production schedules due/Proofing and editing

TUTORIALS AND OVERTIME

I will be available to help you after school from 3:45 – 4:30 on Tuesdays and Wednesdays. **Check with me ahead of time to schedule a date** should you wish to discuss or work on “spreads in progress” or need answers to journalism related questions. I am also available during my planning time (TBD) and if this coincides with your lunch or advisory time—you are IN LUCK. You can work on spreads and projects during this time.

TARDIES

You are expected to arrive to class on time unless you have a signed pass from a CeVMS faculty member.

ABSENCES AND MAKEUP WORK

If you are absent you are expected to turn in any missed work to receive credit. Refer to the journalism website—www.schoolsinsession.com for assignments. You have a day for each day you are absent to turn in missed work. After that time the work is still due, but you will not receive credit (resulting in a -0- for that grade/s). Please check your mailbox. It may contain handouts or notes you missed.

SUPPLIES

Come to class prepared to work. Bring homework, paper, pencil, pen, and your pocket folder (if these supplies are NOT kept in your mailbox). Use the restroom before coming to class. Do not bring backpacks, food or drinks into the lab during regular school hours.

PRESS PASSES

What are they? All students who are working on the yearbook will, from time to time, need to interview or take pictures during the school day or after hours. You will NOT be allowed to miss other classes to “get the scoop” so use your time wisely and plan ahead. Use your advisory period to get polls finished, etc. Use after school tutorial time to meet deadlines. If you use your “press pass time” doing things you shouldn’t be, then you may lose your press pass privileges. ALWAYS make an appointment before interviewing and let teachers know when you plan to be in their rooms/fields/etc. taking photos. It is just plain common courtesy. If you have to ask a teacher if you may interrupt their class—you have already INTERRUPTED the class! A good way to interview people is “by phone” after school or in the p.m.

EVACUATION DRILLS

Our journalism room has an evacuation exit posted near the door.

TEXTBOOKS AND SUPPLEMENTAL MATERIAL

These books will be housed in the journalism room.

- ▶ *The Radical Write* by Bobby Hawthorne
- ▶ *Junior High Journalism* by Homer L. Hall
- ▶ *The Ultimate Yearbook Book* (Jostens)
- ▶ *The Elements of Style* by Strunk and White
- ▶ *Random House Webster's Grammar, Usage, and Punctuation*

yearbook job descriptions – apply within!

The **Editor in Chief (1)** is responsible for working with the entire staff. This person will be responsible for making sure the theme is presented throughout the book, copy is quality writing, and headlines, graphics, and pictures follow the thematic design for division pages and all in between. The “chief” will collaborate with managing editors to make sure spreads are progressing. This person must be able to help others with their writing and layouts as well as completing the final editing before deadlines are submitted to Jostens and reading and correcting proofs before going to press.

The **Managing Editor (1)** is responsible for keeping the Editor in Chief and Mrs. Dowd informed of deadline problems or other yearbook related issues and keeping staff morale high. You will keep the calendar up to date (dates DO change), keep up with staff birthdays and theme days for workdays (after school and Saturdays).

Section Editors (1 for each section – 4 needed) are responsible for the development of a section and the division section spread. They are responsible for checking the work of staff working on assigned spreads to ensure accurate reporting and that deadlines are met. Section editors will make sure photos are filed correctly, edited before placing and that copy editing and design treatment of pages follows the theme of the book. Names cannot be misspelled. Look names up in SCHOOL ROSTER BINDER. Ensure that each page in the section is indexed by working with index editors. Sections include: **Fall (August, September, October), Winter (November, December, January), Spring (February, March, April)**. Following the “ladder” is so important. Use it, read it, and memorize it.

Staff Editors are responsible for deciding on a story idea for their assigned spread. Staff editors will work on one spread in one of the sections and collaborate with the section editor. Staff editors are responsible for interviewing, reporting, writing, rewriting, designing their spread according to design specifications. They will find or shoot photos for their pages, write captions, use Photoshop to crop and adjust the photos, place the story, caption, headline, subhead, and photos on the spread. The staff editors will be the ones getting facts and figures organized and typed, and placing infographics. Keeping the book upbeat with what is popular in today’s advertising/publishing world is IMPORTANT. Sections include: **opening (Fall sports and student life), Winter (sports, student life, academics, people (portraits), Spring (sports, student life, (Organizations) electives, clubs, fine arts, organizations, closing, and index) We will offer ads again this year..**

The **Photo Editors (4)** are in charge of ensuring that fall, winter and spring activities are covered (photographed) and we have GREAT photos for the spread and that these photos tell a story. Every photo needs a caption with a name associated with that photo. Photo editors must remind others about upcoming events and advise them on how to shoot various assignments. These editors review downloaded images within the deadline folders and help organize photos into section folders so the staff can easily find them. The editors must be very familiar with Adobe Photoshop and be able to assist other staff members with preparing the photos to be used for spreads.

The **Business Managers (2)** are responsible for keeping accurate and up-to-date records of sales throughout the year, developing a marketing campaign that promotes the sales of yearbooks, developing advertising for morning announcements, tracking the sales of yearbooks using www.yearbookavenue.com, recording sales after JDS closes in February, developing a distribution plan once books arrive, displaying flyers and notices in display cases (across from the office) and information on the school marquee, and other duties as assigned.

The **Index Editors (2)** must be detailed oriented. They are responsible for ensuring that the names on all spreads are tagged and will prepare and run the index after each deadline so that it can be used for editing the proofs. Section editors and staff editors are responsible for correct spelling of names—the index editors should have very few corrections to make, if any. The index editors will design the index pages at the end of the book.

First Week Reporting

Why are we doing this?

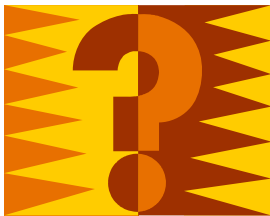
So, you will be able to get more than 'just the facts.' You are digging for a STORY!



What is something that no one else knows about you that you would like to share?



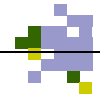
What is an accomplishment that you are proudest of?



What do you hope to learn in this class?



What is the most embarrassing moment of your life?



Name _____

Date _____

SAMPLE Yearbook Six Weeks PRODUCTION Grading Rubric (online)

1. Quality of Work – 30% Grade: _____

_____ Grade on _____ deadline pages.

Write the title of the spread and the page numbers you worked on for the _____ deadline. I will use the following rubric to grade your story, captions, heads, and photos.

Page # or Spread Pages _____

4 = A 3 = B 2 = C 1 = D

4 3 2 1 - Ideas and Content (focused, specific facts, interesting details, story-telling quotes)

4 3 2 1 - Organization (smooth transitions, opening hoods reader, flows)

4 3 2 1 - Word Choice (clear, visual, colorful, fresh wording, energetic verbs)

4 3 2 1 - Sentence Fluency (varied sentences and sentence beginnings, sounds natural)

4 3 2 1 – Quality of Photos (clear, focused, good lighting)

4 3 2 1 – Composition of Photos (interesting, candid shots, cropped appropriately)

_____ Grade on Photo Illustration

2. Meeting Deadlines – 30% Grade: _____

Check below how well you have managed your time and then give an explanation, if needed, to the right.

_____ Met all my deadlines

_____ Met most of my deadlines

_____ Met some of my deadlines

_____ Missed many deadlines

3. Time on Task – 20% Grade: _____

Check below how well you used your time in class and then give an explanation, if needed, to the right.

_____ Stayed on task all of the time

_____ Stayed on task most of the time

_____ Stayed on task some of the time

_____ Had a hard time staying on task

4. Overtime – 20% Grade: _____

Editor in Chief and Managing Editors are required to work four hours of overtime per six weeks; all other Staff must work two hours of overtime per six week. List the hours you worked overtime and explain briefly what you used that time for: If you do not put in the required overtime, your grade can be no higher than an 80.

Overtime: _____ Hours _____

Be sure to enter your hours on the wall chart for reference.

Six Weeks grade average: _____

matters of style

attribution considerations

Attribution is giving proper credit to the person who said the information or statement. Always place attribution immediately following the statement or in the middle of a long quote.

WRITE IT THIS WAY... **"My best memory of this summer was when my grandson, Graham, took his first steps," Mrs. Dowd said.**

student quote attribution

Said should follow a student's name and year classification.

WRITE IT THIS WAY... **"During my last lap I found out I had more energy than I did throughout the entire race," Lauren McKinney (8) said.**

Use (6), (7), or (8) to classify students after their names. **For a group, use 8th graders...**

adult quote attribution

Said should follow the adult's name and title. This includes teachers, coaches, principals, and other adults having a title.

WRITE IT THIS WAY... **"I am getting excited about lab projects," Mrs. Persad, science teacher, said.**

...Mrs. Miller, principal, said.

...Mrs. Castillo, Spanish teacher, said.

attributive words

Use SAID not says. Attributive words such as commented, explained, noted, or stated can be used.

writing copy

Avoid using our school name, mascot, or "this year" in copy.

Use descriptive, lifelike nouns and powerful verbs.

Do not let your opinion slip into the story—avoid editorializing. Present the facts without your commentary.

WRITE IT THIS WAY... Write in third person. The reporter should NOT be in the story. You are INVISIBLE.

Avoid the use of I, you, me, etc.

To make copy accurate and entertaining, try using a variety of words and avoid redundancy.

numbers

Spell out numbers one through nine, use numeral figures for 10 and above.

WRITE IT THIS WAY... I saw 10 ships and seven sailors.

Always write out numbers if they start a sentence.

WRITE IT THIS WAY... Four women ran.

Use figures for ages.

WRITE IT THIS WAY... She is 52 years old. The dog is a 2-year-old.

Use figures for dates.

WRITE IT THIS WAY... Election Day is November 3. Do not use 'rd' or 'th' at the end of dates.

Use figures for years.

WRITE IT THIS WAY... Mrs. Dowd was born in 1952. Wow, she is old as dirt.

Use figures for money. There is no need to add the decimal point and zeros when dealing with money values.

\$4 5 cents

WRITE IT THIS WAY... The yearbook elective earned a \$2,000 yearbook sales profit.

Spell out cents to indicate an amount under \$1. **A ticket costs 75 cents.** Use the word million for amounts over \$1 million.

WRITE IT THIS WAY... The building is valued at \$6 million.

Time (key is to be consistent and use as a style rule)

CORRECT: 7 p.m. 7:30 a.m. 12 noon 12 midnight

INCORRECT: 8 o'clock 8:00 am 8AM 12 p.m. 12 a.m. 6 P.M.

abbreviations

Always spell out club or organization names the first time. Use abbreviations on the second reference.

WRITE IT THIS WAY... Prejudice Awareness Week (PAW) then use PAW; Fellowship of Christian Athletes (FCA) then use FCA

Exceptions would be those that are easily recognized such as FBI or YMCA. Don't use periods in upper case abbreviations. **WRITE IT THIS WAY...** Example: **NJHS, FCA, and CeVMS**. For lower case abbreviations, use periods, as in m.p.h.
WRITE IT THIS WAY... Abbreviate months when followed by dates. *The party was on Dec. 15.* Abbreviate months if they are more than five letters. *The remodeling took place in Nov. 1991.*

capitalizations

Do not capitalize courses, unless they are proper nouns.

WRITE IT THIS WAY... *Spanish class, language arts, Algebra I, U.S. History, math, science, World Cultures.*

Clubs or organization offices should not be capitalized. Do capitalize the club's name: *robotics club, French Club vice president Paris Hilton*

Capitalize races and nationalities.

WRITE IT THIS WAY... Capitalize specific regions, *West Coast, the Midwest, the Southwest*

sports scores

Always use numerals and post the winning score first. Separate the two scores with a hyphen, with no space between the scores.

WRITE IT THIS WAY... *The Jaguars overpowered the Mustangs with a 34-7 victory Friday night. In score boxes, list our school's score first.*

taboos

"All our hard work really paid off."

"It was fun."

"When asked" "I interviewed" Do not mention the interview in your story.

Overuse of "you" or "one"

"get" "got" "gotten" "boring" "stuff" "things" "a night to remember" there is"

use of school names

Use the name Cedar Valley (not CeVMS or Cedar Valley Middle School) only when specifically distinguishing between this school and another school, as in sports stories or other activities in which Cedar Valley is involved with other schools. Otherwise, avoid the use of the school name since anyone reading the paper or yearbook already knows they are reading about Cedar Valley Middle School.

NEVER use "here at Cedar Valley"

punctuation

Use comma before attribution. *"I've carried on good conversations with students serving detention," Mrs. Jones said.*

Use comma to separate items in a list. Avoid using a comma before and in the series. *We ordered sodas, pizza and salad.*

Use a period to end statements. Never use an exclamation point to emphasize a statement.

Use a period between initials. *C.J. Stevens (8) finished first.*

quotation marks (" ")

Use quotation marks around a speaker's words.

The punctuation (periods, commas, question marks) should come before the question marks in most instances.

leads

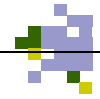
The lead is the first paragraph of your story and will often determine if the reader will continue reading.

A good lead will entice the reader by giving him/her a flavor of the story and a desire to go on.

If you are having trouble writing the lead, try writing other parts of the story and come back to the lead later.

Good leads will incorporate strong action verbs and avoid using passive verbs.

Avoid using "there is" "there are" "it was fun" "it was great"



Identification of group/club members

Please follow this format when typing captions for group/club pictures, remembering that people are always identified from left to right. Notice the use of punctuation, parenthesis, and bold type in the beginning. If you need to add more rows, do so, but always end with "back row."

front row: _____

_____ ; **second row:** _____

_____ ; **third row:** _____
_____ ; **back row:** _____

basic types of leads

one word lead captures the reader in a single word. Careful attention must be given to the choice of the word to make certain it has commanding qualities. **Ex: *Wow!***

contrast lead will compare two opposites or extremes. The comparison drawn in contrast must be logical and understandable for readers.

quotation lead focuses on one individual's viewpoint or perspective.

prepositional phrase lead begins with a preposition and brings the reader's attention to the part of the story that deserves first consideration. **Ex. *Of all the unexplained changes this year...***

Gerund lead begins with a gerund (a verb ending in -ing) and present important action or high interest details. **Ex: *Beating a national champion was always their goal...***

casual leads begin with 'because' or 'since' or 'because of.' These leads establish a cause and effect relationship. **Ex. *Because we live in a material society...***

temporal clause begins with 'when,' 'while,' 'before,' 'since,' or 'as soon as,' and focuses on the importance of the time element. **Ex: *While one second may not seem like a lot of time...***

quotes

Use the most meaningful, storytelling quotes that present facts and descriptions.

Use SAID for attribution. Avoid using "felt," "noted," or "cried."

Put quotes in paragraphs by themselves.

transitions

Transitions link quotes by relating one to the other while adding information. Transitional paragraphs should supply facts that make the quotes more meaningful. This will easily move your reader from one idea to another.

conclusions

Leave the reader with an overall thought or impression of the story. This can be achieved by using a quote that contains the overall flavor of the story.

revising

One of the most important steps to writing is revising and rewriting. Keep in mind that even the greatest writers edit and rewrite their material several times.

Ratiocinate all stories for "to be" verbs, "got" verbs, repeated words, sentence beginnings.

district calendar



1311 Round Rock Ave. / Round Rock, TX 78681 512.464.5000 / www.roundrockisd.org

2009-10 School Calendar

July 2009

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2009

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2009

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16*	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20*	21	22	23	24
25	26	27	28	29	30	31

November 2009

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11*	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2009

S	M	T	W	Th	F	S
		1	2*	3	4	5
6	7	8	9*	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY 2009
4 July 4th Holiday

AUGUST 2009
10-12 New Teacher Orientation
13, 14, 17-21, 24 Staff Development/Prep Days
25 First Day of School for Students

SEPTEMBER 2009
7 Labor Day/General Holiday
16 Elementary/Middle Early Release Day

OCTOBER 2009
12 Columbus Day-Student Holiday/ Staff Development
20 Middle School Early Release Day

NOVEMBER 2009
25-27 Thanksgiving/General Holiday
11 Elementary Early Release Day

DECEMBER 2009
2 Middle School Early Release Day
9 Elementary Early Release Day
18 First Semester Ends
21-31 Winter Break/General Holiday

JANUARY 2010
1 New Years Day/Winter Break
4 2nd Semester Begins/ Prep Day
18 MLK Day/General Holiday

FEBRUARY 2010
10 Elementary/Middle Early Release Day
15 Presidents Day-Student Holiday/ Staff Development

MARCH 2010
3, 4, 5 TAKS Testing
10 Elementary/Middle Early Release Day
15-19 Spring Break

APRIL 2010
6-7 TAKS Testing
2 Spring Holiday
26-29 TAKS Testing

MAY 2010
5 Elementary/Middle Early Release Day
28 Last Day of School for Students
31* Memorial Day/General Holiday/Bad Weather Day #2

June 2010
1* 2nd Semester Ends/Bad Weather Day #1 Staff Development/Prep Day

January 2010

S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10*	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010°

S	M	T	W	Th	F	S
	1	2	3°	4°	5°	6
7	8	9	10*	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010

S	M	T	W	Th	F	S
				1	2	3
4	5	6°	7°	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26°	27°	28°	29°	30	

May 2010

S	M	T	W	Th	F	S
						1
2	3	4	5*	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31*					

June 2010

S	M	T	W	Th	F	S
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Instructional Days 175 (1st sem. 78; 2nd sem. 96)
Staff Dev/Prep Days 12 (1st sem. 6; 2nd sem. 6)
Total Teacher Days 187

CEDAR **JAGUARS** VALLEY

2009 FOOTBALL SCHEDULE



September 2009

14	Monday	7th Grade vs. Grisham (Dragon)
15	Tuesday	8th Grade at Grisham (RRISD)
22	Tuesday	7th Grade vs Pville Westview (Dragon)
23	Wednesday	8th Grade at Pville Westview
28	Monday	7th Grade at CD FulkesCD
29	Tuesday	8th Grade vs. Fulkes (Dragon)

October 2009

5	Monday	7th Grade Chisholm Trail (Dragon)
6	Tuesday	8th Grade vs. at Chisholm Trail
13	Tuesday	7th Grade at Deerpark (RRISD)
14	Wednesday	8th Grade vs. Deerpark (Dragon)
20	Tuesday	7th Grade vs. Walsh (Dragon)
21	Wednesday	8th Grade at Walsh
27	Tuesday	7th Grade at Ridgeview (Dragon)
28	Wednesday	8th Grade vs. Ridgeview (Dragon)

November 2009

2	Monday	7th Grade vs. Canyon Vista (Dragon)
3	Tuesday	8th Grade at Canyon Vista
9	Monday	7th Grade at Hopewell (Stony Point)
10	Tuesday	8th Grade vs. Hopewell (Dragon)



CEDAR **JAGUARS** VALLEY
 2009-2010 BOY'S BASKETBALL SCHEDULE



November 2009

23 Monday Grisham @ 5:30 7th Home, 8th Visitor
 30 Monday Deerpark @ 5:30 7th Visitor, 8th Home

December 2009

7 Monday Walsh @ 5:30 7th Home, 8th Visitor

January 2010

11 Monday Canyon Vista @ 5:30 7th Visitor, 8th Home
 20 Wednesday Hopewell @ 5:30 7th Home, 8th Visitor
 25 Monday Ridgeview @ 5:30 7th Visitor, 8th Home

February 2010

3 Wednesday B-Team Tourney 8th @ CeVMS, Deerpark, or Walsh
 7th @ Hopewell, Chisholm Trail or Walsh
 6 Saturday B-Team Tourney 8th @ Canyon Vista, 7th @ CD Fulkes
 8 Monday Chisholm Trail @ 5:30 - 7th Home, 8th Visitor
 10 Wednesday A-Team Tourney 8th @ Hopewell, Deerpark, or Grisham 7th @ Ridgeview, Canyon Vista, or Grisham
 13 Saturday A-Team Tourney 8th @ Walsh, 7th @ Grisham
 17 Wednesday CD Fulkes @ 5:30 - 7th Visitor, 8th Home



All games are district except tourneys.



CEDAR **JAGUARS** VALLEY

2010 TRACK SCHEDULE



March 2010

4	Thursday Track vs. Grisham	Ridgeview @ Cedar Valley 4:00pm
11	Thursday Track vs. Canyon Vista	CD Fulkes @ Dragon 4:00pm
25	Thursday Track vs. Chisholm Trail	Hopewell @ Stony Point 4:00pm
30	Tuesday Track vs. Walsh	Deerpark @ Walsh 4:00pm

April 2010

6	Tuesday Track - District Meet @ Dragon Stadium 4:00pm
7	Wednesday Track - District Meet @ Dragon Stadium 4:00pm



student information form

Name _____ Circle Class: YB NP LA TAG Y N

Address _____ Zip Code _____

Your email address _____

Parents' Names (first and last) _____

Parents' email addresses _____

Home Phone _____ Parent Work Number or Cell _____

Fill in your schedule below in case I need to find you during the day.

Class – List your advisory and lunch periods and the times for each.	Teacher	Room #
1 st		
2 nd		
3 rd		
4 th		
Lunch		
5 th		
6 th		
7 th		
8 th		

