



Yearbook 2024-25 Syllabus



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Course Description: Welcome to the yearbook staff! Yearbook is a production-based class that will create the Carlton Oaks Middle School yearbook. This class requires extensive commitment and self-motivation. The staff is solely responsible for the content, design, layout, and selling of the book. The benefit of this class is that students learn how to manage a full-scale, full-budget production that involves innovating, creating, editing, enhancing, advertising, selling, and distributing our very own product that will be enjoyed by our school community for years to come.

Year at a Glance

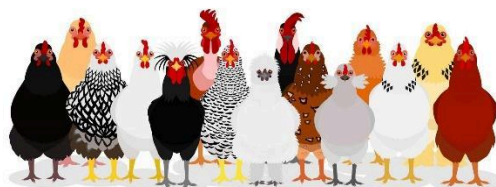
Trimester 1	Trimester 2	Trimester 3
Decide on Theme	Design Page Layouts	Finish Layouts
Focus on Photography	Create Most Likelys	Get Quotes for pages
Learn Photo Editing	Create Middle School Favorites	Edit

Expectations: Students enrolled in yearbook are held to high expectations, as your work and self will represent our school for years to come. This is not just a class, it is a BUSINESS! Students will be required to interview, meet deadlines, respond well to feedback, have a good attitude, be polite and respectful to the learning of others, work as a team, and photograph various school activities.

Grading:

Scholastic	Effort	Citizenship
Assignment Completion: Photography, Layouts, Interviews, Responding to Emails, Creating Marketing Materials	Meets Deadlines Accept Fair Criticism of Work Strive to Improve Skills Fix Errors	Teamwork Attitude Towards Others Respect to Learning Environment

Being on the Carlton Oaks Yearbook Staff is a privilege. Ms. Register has the authority to drop any staff member from yearbook if the student cannot meet our high expectations during yearbook class and outside of yearbook class. This includes, but is not limited to, too many steps, suspensions, and bullying (inside or outside of school)



YEARBOOK STAFF CONTRACT

Yearbook is unlike any other class on campus. We have the responsibility of preserving the memories of our middle school and every student who goes to our school, we must have a committed team and a fair and firm set of rules. Students in yearbook will receive a discount when purchasing a yearbook. Each staffer and their parent/guardian must read and sign this contract.

Yearbook Staff must read and agree to the following (initial next to each line)

_____1. I understand the importance and cost of yearbook equipment and supplies and agree to use extreme care when using all equipment. Should equipment be lost or damaged when in my possession, I will pay for repair or replacement.

_____2. I understand that I will be asked to run errands, take photos, do interviews, etc. on campus during class, during lunch, and before and after school. I commit to being where I am supposed to be and doing what I am supposed to be doing at all times.

_____3. I understand that I am responsible for learning all aspects of yearbook publication. I will get help if I am not sure what to do BEFORE I get behind.

_____4. I understand that this yearbook is for all students grade 6 – 8. I commit to balanced, fair and respectful representation of all students.

_____5. I will NOT share photos for yearbook with anyone else unless given direct permission by Ms. Register.

_____5. I understand that my attendance is vital to the work of yearbook publication. In the event that I must be absent, I will promptly make up any work.

_____6. I understand that it will be necessary for me to work outside of class time (before school, during lunch, after school) to complete yearbook production.

_____7. I will meet all deadlines assigned to me, and will communicate immediately to the adviser and/or editors if circumstances beyond my control prevents my assignment from being completed.

_____8. I have read and agree to abide by the terms of the course syllabus and contract. I understand that my failure to abide by these requirements may result in removal from the staff.

Student Name : _____ Grade : _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____