

Yearbook 2024-25 Syllabus

Teacher: Celina Register **Phone:** 619-956-4562

Email: celina.register@santeesd.net



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

Decide on Theme
Focus on Photography
Learn Photo Editing

Trimester 2

Design Page Layouts

Create Most Likelys

Create Middle School Favorites

Trimester 3

Finish Layouts Get Quotes for pages 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

Assignment Completion: Photography, Layouts, Interviews, Responding to Emails, Creating Marketing Materials

Effort

Meets Deadlines

Accept Fair Criticism of Work

Strive to Improve Skills

Fix Errors

Citizenship

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 fo	ollowing (initial next to each line)
•	ost of yearbook equipment and supplies and agree to Should equipment be lost or damaged when in my nt.
	run errands, take photos, do interviews, etc. on e and after school. I commit to being where I am ed to be doing at all times.
3. I understand that I am responsible get help if I am not sure what to do BEFORE	for learning all aspects of yearbook publication. I will I get behind.
4. I understand that this yearbook is for and respectful representation of all students.	or all students grade 6 – 8. I commit to balanced, fair
5. I will NOT share photos for yearbooms. Register.	ok with anyone else unless given direct permission by
5. I understand that my attendance is that I must be absent, I will promptly make u	vital to the work of yearbook publication. In the event p any work.
6. I understand that it will be necessal during lunch, after school) to complete years	ry for me to work outside of class time (before school, book production.
_	me, and will communicate immediately to the adviser ontrol prevents my assignment from being completed.
,	the terms of the course syllabus and contract. I requirements may result in removal from the staff.
Student Name :	Grade :
Student Signature:	Date:
Parent Signature:	Date: