

YEARBOOK SYLLABUS

2026–2027 • COURSE OVERVIEW • Ms. Orozco • lcuev1@lausd.net

COURSE Yearbook	OUR MISSION Tell our school's story	OUR PRODUCT A high-quality annual book
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Course Description

Welcome to the yearbook staff! Yearbook is a collaborative, production-based course in which students plan, design, write, photograph, edit, market, and publish the school's annual yearbook. Staff members are responsible for creating an accurate, inclusive, visually compelling record of the school year. Success requires creativity, reliability, self-direction, and a willingness to revise work until it meets publication standards.

What You Will Learn

- Apply journalistic principles, ethical reporting practices, and accurate fact-checking.
- Develop and sustain a unifying theme through copy, coverage, photography, and design.
- Use cameras, composition, caption writing, photo selection, and basic image editing.
- Create layouts and submit work using Jostens Yearbook Avenue.
- Interview students and staff and write engaging, audience-appropriate copy.
- Apply typography, color, hierarchy, spacing, and layout principles to yearbook spreads.
- Manage long-term projects, meet publisher deadlines, and respond to feedback.
- Collaborate as an editorial team and contribute to sales and promotion efforts.

Units and Skills

Design & Publishing	Journalism & Storytelling	Photography & Production
Theme and visual identity	Interviewing and reporting	Camera operation and care
Layout, typography, and color	Captions, headlines, and copy	Composition and event coverage
Yearbook Avenue workflow	Editing, accuracy, and ethics	Image editing and print readiness
Marketing and sales	Leadership and teamwork	Deadlines and quality control

The Yearbook Staff Commitment

Yearbook work represents our entire school and will be viewed for years. Staff members are expected to participate fully, communicate early when challenges arise, and contribute to the team even after their own assignment is complete. Some event coverage, photography, meetings, and sales activities will occur outside regular class time. Advance notice will be provided whenever possible. It is pertinent to meet deadlines and submit work on time.

YEARBOOK SYLLABUS

2026–2027 • GRADING & POLICIES • Ms. Orozco • lcuev1@lausd.net

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Grading

Category	Weight	Evidence
Final spreads	20%	Publication-ready pages that meet content, design, editing, and deadline expectations
Yearbook drafts	35%	Planning, drafts, revisions, proofs, and editor/adviser feedback
Evaluations & quizzes	20%	Vocabulary, terminology, design, journalism, photography, and production skills
Supporting assignments	10%	Interviews, captions, copy, planning documents, homework, and reflections
Biweekly photo submissions	15%	Usable, well-composed, correctly identified photographs submitted on time

Grade scale: A = 90–100% • B = 80–89% • C = 70–79% • D = 60–69% • F = 0–59%

Production Deadlines, Absences, and Late Work

Publisher deadlines are firm and affect the entire staff. Students must submit complete work—including revisions, fact-checking, captions, photo identification, and retakes—by the assigned deadline. Late or incomplete production will not be accepted. After a missed deadline, pages may be reassigned so the staff can meet its publishing commitment.

An absence does not automatically extend a publication deadline. Students should check assignments, communicate with the adviser as soon as possible, and arrange a recovery plan. Excused absences and documented circumstances will be handled fairly and in accordance with school policy; early communication is essential.

Daily Expectations

- Arrive on time, collect needed materials, and begin the posted production task.
- Phones will be collected and placed in the classroom phone holder at the beginning of class. Phones remain stored until the teacher dismisses the class unless permission is given for a yearbook-related task or documented accommodation.
- Water is the only beverage accepted in class. Eating is not allowed in class. Breakfast should be eaten before coming to class.
- Use class time for yearbook production—not as study hall, social time, streaming time, or free computer time.
- Meet deadlines, ask for help before falling behind, and keep the adviser informed about obstacles.
- Offer constructive feedback, revise thoughtfully, and help teammates when your assigned work is complete.
- Follow school policies and represent the yearbook staff with professionalism, respect, and good judgment.
- Meet all deadlines. Late submissions are not accepted.

Photography, Interviews, and Equipment

- Students leaving class for an approved assignment must wear a press pass, go only to the approved location, remain on task, and return promptly. The adviser must know each staff member's location.
- Students will possibly interview, take photos and/or work on yearbook spreads before, during and/or after school
- Cameras, computers, memory cards, press passes, books, and other supplies must be handled carefully and returned as directed. Loss or damage may result in loss of equipment privileges and consequences consistent with school/district policy.
- Obtain accurate names and information; avoid staged, misleading, embarrassing, discriminatory, or inappropriate coverage; and respect privacy and school rules.

YEARBOOK SYLLABUS

2026–2027 • STUDENT & FAMILY COMMITMENT • Ms. Orozco • lcuev1@lausd.net

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Student name: _____ Period: _____ Student ID: _____		
Please review each commitment. Initial each line, then sign below.		
_____ I will accept assigned roles and complete all parts of my work by the deadline, including revisions, editing, fact-checking, photo identification, and retakes.		
_____ I will communicate with the adviser promptly if an absence, illness, or other circumstance may affect my assignment.		
_____ I understand that some interviews, photography, meetings, sales activities, and event coverage may take place before school, after school, or in the evening.		
_____ I will help other staff members when my assigned work is complete and contribute to shared production deadlines.		
_____ I will use class time for yearbook production and ask for help before I fall behind.		
_____ I understand that my phone will be collected at the beginning of class and stored until dismissal unless the teacher authorizes its use or an accommodation applies.		
_____ I will use cameras, computers, press passes, books, and other yearbook equipment responsibly and return all items as directed.		
_____ When approved to leave class, I will wear a press pass, go only to the assigned location, remain on task, and return promptly.		
_____ I will attend required staff meetings and assigned events or communicate with the adviser in advance when I cannot attend.		
_____ I will not submit assignments that are AI generated. I will submit my original work.		
_____ I understand that missed production deadlines may lower my grade and may result in my pages being reassigned so the staff can meet publisher deadlines.		
_____ I will follow journalistic ethics, verify information, use photographs and words responsibly, and treat every person with respect and dignity.		
_____ I understand that I will not disrupt instruction. Pictures and interviews should be conducted during my free time.		
_____ I understand that my grade reflects the quality and timeliness of my work, my participation in yearbook responsibilities, and my growth through revision.		
_____ I understand that my grade will be affected if I do not work on my pages and/or my spreads are given to another student to complete.		
_____ I will follow all school and LAUSD policies, including acceptable technology use and academic integrity expectations.		

Acknowledgment

By signing below, we confirm that we have reviewed the Yearbook syllabus and understand the course expectations, grading practices, production deadlines, event-coverage responsibilities, equipment expectations, and phone-collection procedure. We understand that questions or concerns should be communicated to Ms. Orozco as early as possible.

Student signature: _____ Date: _____
 Parent/guardian name (print): _____ Phone: _____
 Parent/guardian signature: _____ Date: _____
 Best email for course communication: _____