



Welcome to the 2018-2019 Yearbook Staff!

5th Period: 11:12am-12:45pm, Art Room 140 or Library Computer Lab

Advisor: Alice Orange alice.orange@warren.kyschools.us

Course Description: Yearbook is an elective course that provides students with experience in design and print media publishing. This course solely works towards the completion and selling of a large finished product, Warren Central High School's yearbook. This course covers many of the Content Standards and Objectives encountered in English, Business, Technology and Visual Arts. This course also examines legal and ethical issues of media law and copyright.

Student Responsibilities:

- Working with others as a committed Staff Member
- Being involved with events at school
- Writing, Proofreading, Text Layout
- Constructing Page Layouts, Graphic Design
- Digital Photography, Assisting with School Picture Days
- Participate in Yearbook Sales & Advertising
- Proper Care of Technology: Computers & Cameras
- Attend & Be Involved in Staff Meetings: Every Monday in 5th Period

Grading: Student's grades are based primarily on layouts and project assignments. Layouts will be evaluated based on the development of story, deadlines, and captions. The overall grade is based on the following key concepts:

- **Spreads:** Our yearbook is directly tied to specific deadlines set by our publisher, which means that any spread that fails to meet a deadline will only be eligible for half credit. Any spread that is not complete by the second class deadline will receive no credit and can be reassigned. Missing a deadline is extremely costly for the yearbook and can severely hurt a student's grade.
- **Participation:** Production of the yearbook is a team effort. Without everyone's participation, we will not be able to produce a quality book on time. Students must be willing to be a team member and work with classmates. Each student will receive a weekly participation grade.
- **Sales & Advertising:** Money from advertising is a crucial component of the yearbook. Each student will help sell advertisements throughout the course of the school year.

Technology: Students are responsible for saving work in progress and store work and supplies when needed. Cameras are available to rent for photographing events, but must be returned the following morning to Mrs. Orange in the art room, room #140. No personal pictures are allowed. No consumption of food or drink will be tolerated around any technology equipment that will be used. (Please see attached camera use agreement)

Please return your signed contract to Mrs. Orange by Monday, August 13.



2018-2019 Yearbook & Technology Contract

Welcome to the Yearbook Staff! I am looking forward to working with you this year. Please read the attached syllabus and return the contract signed. If you have any questions or concerns please contact me!

Alice Orange, Yearbook Advisor
(270)842-7302 ext. 3343
alice.orange@warren.kyschools.us

Upcoming Important Dates for Yearbook Staff:

Senior Group Drone Picture - Friday, August 24? (TBA)
Picture Day - Wednesday, September 5
Retake Picture Day - Tuesday, October 23
Senior Picture Deadline - Thursday, November 1

I have read, I understand, and agree to the terms outlined in this syllabus. I agree to meet all deadlines and complete all assigned work to the best of my ability. I understand that being on the yearbook staff is a privilege but requires a considerable amount of time outside of the designated class time. If I have any concerns about assignments or time commitment, I will see Mrs. Orange immediately.

Student Printed Name

Student Signature

Date

Parent/Guardian Signature

Date

Parent Phone Number: () _____ - _____

Students are expected to be responsible for school-owned equipment used in journalism including computers, digital cameras, lenses, batteries, scanners, and computer software. I understand that my child will be required to pay for lost or damaged equipment if equipment is lost, broken, or damaged while checked out to your child. Digital cameras are valued to \$300-\$1000, lenses are valued at \$450-\$1000. Computer equipment must be cared for in a businesslike manner and misuse will not be tolerated.

Student Signature

Date

Parent/Guardian Signature

Date

Please sign and return to Mrs. Orange by Monday, August 13th for a 50 Point Grade.