

Yearbook

Mrs. Painter, Room B104

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Welcome To Yearbook:

The work is fast paced, exciting, and challenging, but it can also be difficult, frustrating, and stressful. In short, it is like the real world. The staff responsibilities, therefore, require that students be responsible and hardworking. Members must write season recaps, take pictures, create layouts, and use a variety of computer programs. Students receive ample time to get their assignments finished, but those who wait until the last minute must work harder to catch up (sometimes after school and on weekends). Other situations, not the fault of students, may cause weekend work, such as multiple snow days, server failures, etc

The hardest part of this class is to get all the assignments done **ON TIME**. In the publishing world, "time is money." Missed deadlines result in extra charges, loss of package deals, and delays in book delivery. Missing deadlines also result in failing grades or an Incomplete for the course.

Course OBJECTIVES:

Yearbook

1. Design section styles and/or templates used the staff.
2. Plan page allotment and coverage.
3. Practice creative, proactive, independent and critical thinking.
4. Evaluate staff work and make suggestions for improvement.
5. Plan the publication's "look" according to contemporary trends and budget.
6. Demonstrate troubleshooting skills.
7. Accept the power, responsibilities, demands and consequences of leadership.

Grading Scale

A+	98-100	B+	88-89	C+	78-79	D+	68-69	F	Below 0-59
A	92-97	B	82-87	C	72-77	D	62-67		
A-	90-91	B-	80-81	C-	70-71	D-	60-61		

Semester and final course letter grades will be composited based on the numeric average of the marking periods and exams in that term.

Yearbook will **earn** grades based on:

Photographing Events/Classes/Clubs Proofing Final Drafts Final Drafts	50%
1st Draft (1 week after Professional Action Shots are taken) Work Logs (due every Friday)	40%
Attendance, Work Ethic	10%

Makeup Policy:

Students will be given most, if not all, of their assignments well in advance of their due dates. All projects and articles are given at least two weeks before they are due. Spread assignments Yearbook are given at the beginning of the school year. Please plan in advance.

Work Logs are **ALWAYS** due on the Fridays. If for some reason, a student is absent on the day an assignment is due, it is to be turned in the next day the student is at school. **If logs are not turned on Friday, you will lose a point for each day late.**

Deadlines are crucial to successfully completing the class. **Missing a deadline may result in losing point(s) for every day late.**

Camera Care Rules:

ALWAYS treat these cameras like they are your own, because if you break on, it will be yours.

ALWAYS take your camera plus lenses in the house with you at night. **NEVER** leave it in your car.

NEVER touch the lenses with our fingers, clean with authorized material.

NEVER shoot a game or event outside when it is raining, snow, or sleet unless you are under an umbrella. If you ruin a camera, you will be responsible for repair or replacing it. (see staff contract)

Classroom Rules:

Because of the structure of this class and the job we need to finish, you will have more freedom than you may have in other classes.

The understanding is that you have a job to do, and I trust you to complete it and to complete it on time. Do not take advantage. The rules are broken into two categories: **ALWAYS** and **NEVER**. **Points will be taken away from your weekly log for each time I have to remind you of the rules.**

ALWAYS be in the room when class starts.

ALWAYS be willing to put in extra time. That extra time may be before school, after school, on deadline nights, in the evenings or on weekends. I expect you to complete quality work on time and be willing to help others.

ALWAYS be willing to help each other. We are a team!

ALWAYS ask for help when you need it. **Do not fake it—we will have to redo it.**

ALWAYS find out the facts and report them accurately. Never guess or substitute information. This goes double for spelling of names.

ALWAYS remember that the book is for the entire school. Be constantly concerned with including everyone. After all, it is their book! We will use a **Coverage** Chart to determine how many times a student is included in the yearbook.

ALWAYS respect other staffers: their ideas, beliefs, and opinions. You do not have to agree with them; you do need to respect them.

NEVER neglect getting your work done. Do what you need to do outside of class on your own time. Do not wait to the last minute—it shows.

NEVER skip out early or leave during class time without specifically telling Mrs. Painter where you are going. Do not take advantage of your freedom. Remember: what is easily given can also be easily taken away!

NEVER MISS A DEADLINE. Remember that many people depend on you to get your work finished on time. If you do not, it holds everyone up. THERE IS NO REASON TO MISS A DEADLINE. Your grade and our delivery date depend on it.

NEVER let “okay” be good enough. Your name is on it!!

NEVER work on other assignments during class “down time” WITHOUT permission. This includes computer games and internet surfing. You will lose work log points if you don’t follow this rule.

NEVER use your cell phone in class for anything other than calling about business ad sales. If you need to use your phone, **ASK!**

The Augusta County School Board does not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquires regarding non-discrimination policies:

Title IX Coordinator
Jill Martin
Director of Personnel
PO Box 960
18 Government Center Lane
Verona, VA 24482
(540) 245-5107

Section 504 Coordinator
Douglas W. Shifflett, Jr., Ed.D.
Asst. Superintendent for Administration
PO Box 960
18 Government Center Lane
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