



PUBLICATIONS (Yearbook)

Waynedale High School
9050 Dover Road
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(330) 698-3071

Mrs. Walton
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Overview of Course

This is a lab class that produces the yearbook. Students are responsible for all phases of yearbook production. Content emphasizes the basics of advertising, layout, design, and meeting deadlines.

Course Objectives

- Students will learn the basics of yearbook layout, design, copy writing, photography, Photoshop, and InDesign
- Students will actively participate in page creation
- Students will conduct interviews as needed for their pages
- Students will take pictures or be responsible for securing a photographer for their pages
- Students will make all required deadlines
- Students will sell yearbook ads



Basis of Your Grade

Grades will be determined on the following criteria: selling ads, designing pages, quality of work, taking photos, class work, effort, initiative, and employability skills.

The Waynedale High School grading scale will be used.

Since almost all work is performed in class, attendance each day is very important. Student absences will require make-up time. Any student missing class is responsible for asking the teacher what they missed and for completing make-up work. Unexcused absences will result in a zero for all assignments that day. Late work will result in a 10% reduction for each late day.

Class Expectations

Yearbook is a business as well as a class. The yearbook staff raises money to produce the book and then pays the publisher to print the book. We raise money through book sales and business ads. If we miss a deadline or do not catch mistakes in time, it costs us additional money in late fees to the publisher. We also have expensive equipment, such as digital cameras, to which yearbook staff members have access and which must be handled carefully. You must be willing to accept these responsibilities to be a staff member.

Students will also be expected to adhere to certain class expectations, referred to as EMPLOYABILITY SKILLS. An assessment of your ability to attain these skills will be given each grading period. They are as follows:

- *Be respectful to everyone
- *Participate in class
- *Listen and follow directions
- *Accept responsibility for yourself
- *Have good attendance
- *Have good manners
- *Work hard/give your best
- *Do your class work
- *Have a positive attitude
- *Come to class prepared
- *Be on time
- *Ask questions
- *Keep the class clean

General Computer Use Rules

1. No food or drink (this is a computer lab)
2. Remain in your seat until the bell rings
3. Username and Password must be kept private
4. No unauthorized downloading or printer use
5. No tampering with equipment
6. All files are school property and are monitored
7. No use of the computers while instructions are being given, unless directed
8. Work first—all assignments must be completed before browsing on the Web. If you are not finished and you choose to use the Web for personal use, you will be penalized.



1st offense = 25% deducted from current assignments

2nd offense = 50% deducted from current assignments

3rd offense = 0 for current assignments

4th offense = lunch detention with Mrs. Walton in addition to a 0 for current assignments

***Computer privileges for the class may be revoked at the teacher's discretion.**

Reminder of Other School Policies

HALL PASSES—No student is to be in the halls without a proper pass. You will be given 2 hall passes in a 9 week period (additional passes will result in a noon detention).

TARDIES

1st—3rd = warning

4th—6th = noon detention

7th—9th = after school

10th + = SS/ISS

