

Safety Citizenship Responsibility Respect Initiative

CARTERVILLE HIGH SCHOOL PUBLICATIONS

What do we do in HS Publications?

The primary responsibility of the high school publications class is to plan and publish the annual yearbook, the *Lionite*. All aspects of yearbook production are studied including page layout and design, desktop publishing, copy writing, photography, graphic art, advertising, and marketing. The course is worth 1 credit and may be repeated as an elective.

Upon completion of this course, the student should be able to:

- Design interesting and creative yearbook spreads.
- Understand and utilize appropriate yearbook and publishing terminology.
- Understand and apply elements of good photography and page design.

- Practice and maintain organizational skills.
- Manage time effectively in order to meet deadlines.

All spread assignments will be due based on publishing deadlines. All spreads will first be submitted to the Editor for review. The Editor will mark any errors and return it to the student for corrections. After corrections are completed, the student shall mark the page completed within the online software, then submit a proof of the corrected spread to the adviser before the deadline.

School policies regarding attendance and tardiness will be adhered to in this course. Students may, under the proper circumstances, leave the classroom

as necessary to fulfill yearbook tasks. This may include leaving campus to sell ads or just leaving the classroom to interview students or take photos. When leaving the classroom, all students must sign out on Ms. Owen's plan book, noting where they are going and approximate time of return. If a student must leave campus, they must also sign out in the Attendance Office on the pink clipboard.

No staff member will be exempt from semester exams. All students will also be expected to follow the CHS Honor Code as well as maintain confidentiality in relation to log-ins/passwords used to secure yearbook files.

How will my grade be determined?

HS Publications grades are determined using the Yearbook Grading Rubric found in your staff Handbook. The rubric is a list of specific criteria for your work and performance in this course. If you desire a certain grade for this class, follow the work and performance descriptions that correspond to that grade. The rubric is meant to be a guideline and may be changed, and details may be

modified by the instructor at any time during the semester as needed. You will be notified of any change to the grading rubric before it takes effect.

Participation is a key factor in your grade. Be sure you are prepared for class each day.

BRING EVERY DAY!
Staff Handbook
Pens/Pencils
Student Planner
Positive Attitude
Willingness to Work