Yearbook GUIDELINES

**Create a GREAT book**

- Be artistic

- Edit thoroughly!

**Be a team!**

- Work to make this experience fun for EVERYONE—avoid being self-centered!

- Help everyone so that when you need help you’ll get it in return.

**Improve our public image**

- Avoid more embarrassing mistakes and vindictive jabs in the book **☹**

-Learn from past mistakes!

- Be professional ALWAYS!

**CLASS EXPECTATIONS**

**Follow Instructions**

- Follow class rules—infractions will lead to grade reduction and possible removal from class.

CLASS RULES:

1. No cell phones EXCEPT for ad sales
2. NO FOOD OR DRINK IN CLASS unless given permission by me
3. Do not leave room without signing out—see communications director / sign back in
4. Follow all schedules—be where you are supposed to be and do what you are asked to do
5. Editing Process—see the following **☺**

**In an effort to minimize and to eliminate any unintentional errors as well as possible negative vandalism of student pages, the following editing process will be implemented for the Wakefield High School Yearbook. This process includes the yearbook advisor, media center, and administration.**

**All yearbook pages will be printed and submitted to representative members of the media staff and administration. These pages will be edited and summarily signed-off and ultimately compiled in a notebook which will serve as the book to be printed. “The Book” will be organized and maintained by the Editor in Chief.**

**Schedules and Assignments**

- Schedules and assignments will be set for every aspect of this class. Failure to follow these will lead to grade reduction and possible removal from class.

**SCHEDULES**

1. Story assignments
2. Picture days (student pics and organization pics)
3. DAILY LUNCH TABLE
4. Sr. Ad and YB Class Talks
5. End-of-class pick-up!
6. YB Distribution

**ASSIGNMENTS**

1. Information
2. Pictures
3. Interviews
4. YB Avenue
5. Editing process

**Be Organized**

- Take care of YOURSELF and YOUR BELONGINGS and YOUR RESPONSIBILITIES!

**Meet Deadlines**

- Deadlines are extremely necessary in this class. Missing a deadline affects EVERYTHING; therefore, a missed deadline ***affects everyone’s grade***.

- If you are having trouble, communicate with your team **BEFORE** the deadline. **DON’T WAIT UNTIL IT IS TOO LATE**. Be professional, responsible, and understanding of everyone in this class!

**Accept Responsibility**

- We all make mistakes…communication is the key!

**PARENT FORM**

- You and your parent are **expected** to sign off on the guidelines of this course. This form is a grade and is mandatory.

**REMINDER!**

**-You must complete all necessary forms.**

**-Buy a YB T-Shirt for all YB public events.**