

YEARBOOK

Mrs. Lawson – Room 413



Congratulations on being chosen for the 2018-19 CPMA yearbook staff! I am thrilled to be teaching yearbook this year as we begin our journey creating the best yearbook ever. This class will require hard work, effort, teamwork,

and FUN as we tackle photography, journalism, marketing, graphic design, and copy writing. The yearbook you produce will be remembered for years to come by the students, staff, and the community.

YEARBOOK STAFF GUIDELINES

- Staff members are expected to act in a professional manner at all times, especially when representing the yearbook staff.
- Staff members are expected to inform and gain permission from any teacher before taking pictures in his or her class.
- Staff members are expected to keep confidentiality and not share information regarding the yearbook with anyone not on the staff.
- Staff members are expected to be able to work in small and large groups to complete various assignments and tasks.
- Staff members are expected to use respect and responsibility while using all technology equipment and report any damage immediately to Mrs. Lawson.

Responsible Use of Technology Pledge

Students understand that they are responsible for any damaged or lost equipment, such as cameras, flash drives, memory cards, computers. Students agree to replace anything that is damaged or lost, and to report any and all damages immediately.

Grades & Assignments

There are a variety of assignments and grades within the Yearbook class, including but not limited to:

- Collaboration: working effectively with a partner, small or large group
- Participation: being actively engaged with assignments and activities, as well as showing up to photography assignments on time
- Daily Warm-Ups: completing daily writing assignments
- Yearbook Spreads: completing pages completely and on time

Class Requirements:

- Complete all assigned pages
- Include names of every person on every photo
- 100% names spelled correctly
- Design to the proper specifications
- Follow the correct theme.
- Take pictures as assigned
- Complete all miscellaneous assignments and projects

Grading Scale	
90-100%	= A
80 - 89%	= B
70 - 79%	= C
60 - 69%	= D
0 - 59%	= F



Please Sign and Return to Mrs. Lawson by Friday, August 31st

Student Name: _____

Student Signature: _____

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Parent / Guardian Phone Number: _____

Parent / Guardian Email: _____