

## M.M.S. Yearbook Policies & Procedures

*“And I believe that good journalism... can make our world a better place.”*

*Christiane Amanpour*

August 2022

### WELCOME!

I am glad to welcome you to the Montford yearbook staff! You are now entering the world of photography, journalism, interviews and deadlines. Because all of you have many special talents and unique gifts, come prepared each day to complete **quality work** in an atmosphere where putting together a stellar and memorable yearbook is important, but learning to be the best *you* is even more important.

### CURRICULUM/ EXPECTATIONS

Our yearbook curriculum will center around strategies and skills necessary to create a memorable and unique yearbook that represents our student population. Who are we? How can we capture the essence of the 2022-2023 Montford Mustangs? Throughout the 2022-2023 school year, we will concentrate on the following areas:

- ✓ Photography techniques & photo software
- ✓ Writing & editing articles, interviews, & captions
- ✓ Analysis of effective journalism techniques in news and other forms of media
- ✓ How to conduct efficient and effective interviews
- ✓ Professionalism & responsibility
- ✓ Effective communication skills and strategies
- ✓ Organizational strategies

One of the major expectations of our yearbook staff is being dependable and reliable. If you are committed to photograph an event, we are counting on you to be there. You must ensure that this is communicated to your parents so that you have transportation to and from any events. You must wear your yearbook staff badge to identify you as part of our yearbook team. If you are unable to attend an event, please notify me at least 24 hours in advance so we can make arrangements for someone else to be there in your place.

### GRADING

Your yearbook grade will be based on the average of your grades earned each nine weeks. Graded assignments will be weighted according to their importance. Completed assignments are very important, but I will also judge the **quality** of your work. In order to produce a great yearbook, **DEADLINES MUST BE MET!** Classwork, homework, and participation assignments make up 30% of your grade, while projects, quizzes and other potential assessments make up 70% of your grade. Grades are earned in a variety of ways. Your grades will be earned from class and group participation, projects, homework, and classwork activities. Examples of class work activities are ensuring photos are taken of your assigned events, yearbook layout pages are completed, proofed, and submitted to me on time. Assessments may come in the form of weekly article reviews, “Capture the Caption” projects, etc. **Points will be deducted when work is not turned in on the due date assigned and if deadlines are missed.** Progress reports detailing your grades may be available throughout the year upon request, and you may also access your current grade via Focus: Parent Portal at any point.

## CITIZENSHIP

Your citizenship grade will be determined by the choices you make as a student in the classroom, on campus, and off campus at school wide events. You represent our school when you are off campus for interviews and photography. Being a member of the M.M.S. Yearbook staff is a privilege, not a right. The rules and expectations laid out in the student handbook will be strictly enforced in my classroom at all times with all students. Any electronic devices (aside from the approved yearbook technology) that are seen or heard in the classroom will be confiscated and turned in to the office to be picked up by a parent or guardian. Students are expected to respect the classroom as a place where all students have the right to learn and work without interruption. Respect for yourself and others is extremely important; I will not tolerate disrespect towards myself or other students. There is no room for negativity amongst our staff members. Issues concerning citizenship are recorded. I keep a current citizenship category in the gradebook so you will be aware. Breaking a class or school rule will cause your citizenship grade to be lowered.

**\*\*Remember, above all else, respect yourself, your peers, your teacher and your class room.\*\***

## ABSCENCES

Daily attendance is required for all students. If you should miss my class, you must make up your missed work. It is your responsibility to check the weekly assignment schedule on the board and on my Canvas homepage under "Weekly agenda" upon your return to school to see what you missed while you were out and/or ask a fellow student for any notes you may have missed. If you are submitting late work electronically, you need to send me an email notifying me that the assignment is ready to be checked. You must arrange with me a date and time to make up any missed tests or quizzes, but these tests must be completed within a 2-week period. **Zeroes are earned when work is not made up.**

## SUPPLIES

You should come prepared to class each day with your School Chromebook charged, your charging cord, your yearbook folder, as well as an agenda book or planner for due dates, paper, appropriate writing utensils and any other supplies that I have informed you of. **\*\*A consequence of not being prepared for class may be a lowering of your citizenship grade. Remember, your job is to help produce the school year book; responsibility is key.\*\***

I am looking forward to a successful year as we work together to produce a memorable and unique yearbook for Montford. If your parent or guardian has any questions or concerns, the telephone number at school is (850)412-8900. Also, my e-mail address is **bellj2@leonschools.net**. E-mail is the easiest and best way to contact me.

\*Please read over this form with your parent or guardian, sign and date it, and return it to me as acknowledgment that you have read and understand the expectations for this school year.

Sincerely,

*Jenna D. Bell*

Mrs. Jenna D. Bell  
Yearbook Teacher

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_