



Journey Middle School

217 Celtic Drive, Madison, Alabama 35758

Yearbook 2025-2026

Mrs. Bess

Teacher Contact Information

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Classroom Digital Platforms

Webpage Link: <https://www.madisoncity.k12.al.us/domain/3348>

Schoology Link: <https://madisoncity.schoology.com/course/7912657160>

Distribution List Link: <https://forms.gle/uAPsv9EDqZeLzdBVA>

Textbook Information

Welcome to YBK: Your Guide to the Best Yearbook Ever (Student Workbook from Varsity Yearbooks, provided to each yearbook staff member)

****Other material will be located on Schoology and the Varsity eDesign page.****

Course Description

This is a year long elective course where students create the JMS yearbook. In this course, students will gain skills in one more of the following areas: page design, journalism, publishing techniques, caption writing, editing, and photography while producing a creative, innovative yearbook which records school memories and events. Participants will gain useful, real world skills in time management, marketing, communication, teamwork, and design principles.

Course Objectives

In this class, you will:

1. **Tell stories through writing** – Write strong captions, headlines, and articles that capture what's happening at school.
2. **Take meaningful photos** – Learn how to snap great pictures that help tell the story of the year.
3. **Design cool pages** – Use templates and tools to create fun, eye-catching layouts.
4. **Use teamwork** – Work with others to plan, create, and finish pages on time.
5. **Stay organized** – Keep track of deadlines, photos, and tasks to help the yearbook stay on schedule.
6. **Practice responsibility** – Use honest reporting, respect others' privacy, and represent our school in a positive way.
7. **Be creative** – Make choices that match our theme and show off your ideas in a fun, professional way.

Course Outline

1st 9 Weeks: Introduction to Yearbook

(This unit will introduce students to yearbook terminology, photography, caption-writing, theme design, journalism skills, interviewing, and the basics of eDesign.)

	<p>2nd 9 Weeks: Building the Yearbook (This unit will involve assigning spreads, working on designing spreads, collecting interviews, photographing, and building the yearbook. We will have Deadline 1 in December.)</p> <p>3rd 9 Weeks: Finishing Touches (This unit will involve finalizing spreads, editing, proofreading, interviewing, photographing, and other journalism skills. The final deadline for the book occurs in March.)</p> <p>Unit 4: 4th 9 Weeks: Theme Building and Supplement Creation (This unit closes out the year by creating a digital supplement for any events and accolades after the final yearbook submission. This also includes a large theme development project to help choose next year's yearbook theme.)</p> <p><i>*This is subject to change.</i></p>
Classroom Expectations	<ol style="list-style-type: none"> 1. Be respectful. Respect yourselves, each other, visitors, Mrs. Bess, and the room. 2. Be in your seat and working when the bell rings. 3. Be silent and listening when someone else is speaking. 4. Follow directions the first time they are given. 5. Have all materials, supplies, and homework for class. <p>**All Madison City and Journey Middle School expectations and rules will be followed at all time.**</p>
Expectations	<p>*Being a part of the Yearbook Staff is a privilege, not a right. Therefore, students must maintain a professional manner at all times, and that includes following JMS rules. We will show respect and courtesy towards all students, staff, and guests. Appropriate language will be used at all times. Abuse of leadership roles will result in consequences and ultimate removal from the class.</p> <p>*Yearbook students will be assigned specific pages within the yearbook that must be of high quality. A high quality spread (2 pages in the yearbook) includes zero grammatical errors, appropriate photos, design elements that match our theme, effective captions, headlines, stories, and accurate reporting.</p> <p>*Yearbook staff must keep all information pertaining to the class and creation of the book a secret from the rest of the school.</p> <p>*Be a team player. The rest of the staff depends on group and individual deadlines being met in order to have a successful book.</p> <p>*Time is precious and limited, so we will not use classroom time to socialize, play online games, surf the web, or horseplay. You will lose internet access.</p> <p>*Students must sign out equipment to use. That requires a separate contract.</p> <p>*Yearbook staffers MUST have a Press Pass with them for any time out of the classroom or at school-related events when serving as a photographer/interviewer.</p>
Progressive Discipline <i>(JMS Policy)</i>	<p>All progressive discipline will correspond with the Madison City Schools Code of Conduct regarding Class I, II, and III offenses.</p> <p>Step 1: Verbal warning Step 2: Student/teacher conference Step 3: Parent contact/conference Step 4: Detention and a parent contact Step 5: Office referral</p>
Grading Policy <i>(MCS Policy)</i>	<p>60% = Assessments (Tests, Essays, Projects, Spread Deadlines) 40% = Daily Grades (Quizzes, Homework, Classwork, and Participation)</p>
Late Work Policy	<p>Students present in class on the day of instruction are expected to turn in all in-class and out-of-class assignments on time.</p> <p>Yearbook class runs on specific, important, major deadlines. There is no room for error when it comes to submitting spreads or the yearbook for final submission. Unless an extension is discussed ahead of time and requested in writing, no late work will be accepted for Yearbook.</p>

Make-up Work/Test Policy	<p>Madison City Code of Conduct Policy on Make-Up Work: “Students are permitted to make up work, tests, and other assignments, activities, etc., when absences are excused. Under normal circumstances, it is expected that students will submit previously assigned work upon return to school after an excused absence. All work missed on the day(s) of excused absence(s) must be made up within three school days after returning to school. However, for extended excused absences when homebound services are not necessary, the teacher may grant additional time, but not to extend beyond two weeks past the return to school” (pg. 12).</p> <p>Unexcused absences will not be eligible for late work submission.</p>
Technology	<p>Student laptops should not be hard-wired to the network or have print capabilities. Discs, flash drives, jump drives, or other USB devices are not allowed on Madison City computers. Neither the teacher nor the school is responsible for broken, stolen, or lost laptops. Laptops and other electronic devices will be used at the teacher's individual discretion.</p> <p>**Yearbook computers are to be used ONLY for Yearbook class and Yearbook work. These devices must be kept in the correctly labeled slot in the cart and must always be plugged in to charge.**</p> <p>In this class, we will use cameras and other camera equipment. You will have to sign a usage policy for these devices.</p>
Cheating/Plagiarism	<p>A student who cheats will not receive credit for the work in question. If any other student has cooperated in cheating, that student is also considered to have cheated and will not receive credit. Cheating students will also be subject to the consequences in the disciplinary consequences in Section XXII of this CSC. Cheating is defined to include, but is not limited to:</p> <ul style="list-style-type: none"> (a) copying someone else's work in or out of class and identifying and submitting it as your own (b) failing to quote and/or list appropriate citations for material derived from published sources (including the Internet) and identifying and submitting it as your own (c) the use of unauthorized notes, other materials, or assistance during the accomplishment of graded work in or out of class (d) any other situation in which the student attempts to or accepts credit for work not his or her own.
Materials & Supplies	<p>Student YBK workbook Notebook for interviews Small binder or folder for Yearbook notes and information (Can be shared with another class) Highlighters Pens/Pencils Sticky Notes</p>
Homework	<p>Homework in Yearbook will be limited to meeting deadlines and completing tasks by the assigned deadlines. Some staff members will attend games, extra-curricular activities, and other events for the purpose of documenting for the Yearbook, including photographing and interviewing.</p>
Parent & Student Acknowledgment Form	<p><i>Please complete this Google Form to sign the syllabus acknowledgement and parent distribution list.</i></p> <div data-bbox="899 1606 1141 1848"> </div>