



2025-2026

YEARBOOK: SCHOOL PUBLICATIONS

Teacher Name: Mrs. Leslie Hughes

Teacher E-mail: lnhughes@madisoncity.k12.al.us

Course Description:

Welcome to Yearbook! We will have a fantastic year preparing, writing and documenting the 2025-2026 school year for your friends, peers and teachers/staff at Bob Jones High School. Students in this class are responsible for all articles, photography, and design for the 2025-2026 yearbook. After-school work may be necessary to meet deadlines. There will be occasions when students must cover or photograph events away from school, sell advertising, or work on design after school hours. Students employed outside of school may need to arrange a flexible job schedule in order to meet the demands of this class.

Course Objectives

- Produce a high-quality yearbook
- Learn, understand, and apply organization planning and self-management in group settings and under student leadership
- Know and use media outlets to enhance coverage and needs of the audience
- Learn time management skills by meeting deadlines
- Use and understand principles of design, photojournalism, and coverage
- Examine and expand writing and reporting methods
- Design and execute a successful advertising and sales campaign using surveys, stats, and other media outlets
- Use and understand press law and legal issues related to publications and student publications
- Expand copy editing, proofreading, and design for publications
- Use and understand public relations skills in interviewing

What do you need to do to be successful in this class?

1. Come to class on time and prepared with all your materials. Be prepared to work the ENTIRE TIME IN CLASS.
2. Respect the teacher and your fellow students at all times. No bullying, inappropriate language (this includes NO cursing) or discriminatory ideas will be tolerated.
3. Be responsible with the equipment to be used in this class. We will have access to computers, cameras and other technical equipment. All equipment must be checked out and taken care of accordingly. Students will be held responsible for loss or damage.
4. Do your personal best, and have fun!



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5. Be here and don't be late. You must communicate with the editor(s) and the adviser if you cannot attend an event or complete an assignment. If you cannot attend an event that has been assigned, YOU must find another student staffer to take your place at the event. Communicate your absence with Mrs. Hughes. Being able to meet deadlines is a huge part of this class, and not being able to do so will be reflected in your overall grade. Remember, being dependable is a skill you can learn!

Classroom Expectations:

You are expected to conduct yourself in a respectful and productive manner. In addition to all the rules and expectations listed in the student handbook, I expect you to have a positive attitude, treat others with respect, practice self-discipline, and demonstrate responsibility. If these conditions are not met, you can expect one-on-one meetings with me, parent/instructor conferencing, and administrative action, if necessary.

Cell Phone Expectations

ALL electronic devices are prohibited from being used during the instructional day. This is from 8:12-3:28. This includes: cell phones, smart watches, earbuds/headphones/airpods, tablets, and personal computers (school-issued laptops will be allowed). Discipline will be given to ANY student who uses an electronic device. If you bring your device to school, it MUST be placed in your bookbag. It cannot be on your person.

Tardy Policy

Students late to ANY class, without a pass, will report to a tardy scanning station. You will input your identification number on the pin pad. A tardy slip will be printed for you to report to class. Parent email will be sent for every tardy. Discipline will be as follows: 3 total tardies will result in 1 day of ISS; 6 total tardies will result in 2 days of ISS; Progressive discipline to follow.

Grading Policy:

Grades are based on a 100-point scale. We have two types of grades: daily grades (30% of final grade) and tests (70% of final grade). The percentage-based grading scale is as follows: A (90-100), B (80-89), C (70-79), D (65-69), and F (below 65). Grades will be a reflection of mastery of the standards. Make sure all absences are excused as class work can be made up and graded for excused absences only.

This class is different from other classes in that it is student-led. The advisor is available for teaching skills, advice, and mentoring, but the bulk of the work lies with the students. The success or failure of the 2025-2026 yearbook is the responsibility of the student staff. Students will be given assignments/events/advertisements to work on for the yearbook. It is imperative that you finish each assignment ON TIME.

Grading criteria: Students will be required to attend/cover/shoot photos each week. Bob Jones does have an official photographer, Greg Machen. This photographer is responsible for scheduling and photographing all team sports. However, part of your job is to attend



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school events and functions. You will be in charge of documenting particular events. Students will be REQUIRED to attend at least TWO school events each month. Photos and interviews must be usable for the book.

Spreads: Each spread (2 facing pages) will be assigned to one or two students whose job it is to shoot or find photos, design the page, and write all copy and captions. Each spread is worth 100 points and is considered a test grade. A rubric for the spreads will be posted in Schoology, and students should consult the rubric BEFORE submitting their spread. Spreads will be graded on the date due, and missing components will be docked for points. For each day the spread is late, 10 points will be taken off the total.

Other grading assignments include but are not limited to: training assignments for journalist writing, photography and design, weekly participation in staff meetings (10 points each meeting), tagging photos, work nights, on-task behavior in class, selling advertisements to local businesses and seniors, and other fundraising opportunities, as needed. You will be expected to create a digital portfolio of your work by the end of the 18-week course.

Our goal: We want to create a quality product, on-time and on-budget -- while having a good time doing so!

We must maintain journalistic integrity throughout this course and in the creation of our yearbook. Students must write all captions, articles, and headlines themselves. Copying articles from the internet is not only plagiarism, it violates copyright law. Additionally, students must interview students and record their words accurately for the book. Making up quotes or fabricating interviews is not only lazy reporting, it is wrong. Submitting AI-generated writing as one's own will be considered plagiarism. Please review Madison City School's AI policy.

Exam Exemption Policy

Any student in grades 9-12 are eligible to earn an exam exemption for the 2025-2026 Exams for each class IF they have earned an 85% or higher as the final grade for that course. Any of the following will EXCLUDE a student from exempting for that class:

- More than five EXCUSED absences
- Any UNEXCUSED absence
- In School Suspension (ISS) for 3 days or more
- Out of School Suspension (OSS)
- One or more days of Alternative School placement
- Not participating in the state standardized assessment for their grade level (10th PreACT, 11th ACT with Writing, 12th WorkKeys, and AP exams)

Attendance and full participation in reviews and assignments for the class leading up to the day of the final exam are required.



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Make-up Work Policy:

Make-up tests will only be given to a student who has an excused absence. The student must make arrangements with the teacher to take a make-up test. Tests may be taken during Patriot Path with prior arrangement from each teacher. A student only has two chances (the next two Patriot Paths after the absence) to make up a test. All make-up tests will be administered in the designated classroom on the Patriot Path session roster.

Homework/Classwork: Students who are absent for excused reasons will be permitted to make up missed work. It is the student's responsibility to get their work assignments the day upon return to school and complete the assignments according to a time frame determined by the teacher within two weeks of the date of the last absence. Grades of zero will be assigned for assignments missed because of unexcused absences.

****Please note, due to the need to complete yearbook assignments by our various deadlines, it may not be possible to allow two weeks in order to finish your spread. Students who are absent will need to communicate with the editor and other staff members in order for their spreads to be finished on time****

Text and Other Required Reading:

We will be using Jostens' online software program and curriculum. Each student will be given their own login and password. All other assignments and materials will be posted in Schoology.

Materials and Supplies Needed:

Pens/pencils
Binder with looseleaf paper - keep all interview notes here
Dividers with pockets (for handouts - keep EVERYTHING)
8gb+ SD card for photos
Camera, if you prefer your own.
A good attitude and a smile!

Laptops

Concerning laptop utilization: 1. Student laptops should not be hard-wired to the network or have print capabilities. 2. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. 3. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. 4. Laptops and other electronic devices will be used at the individual discretion of the teacher.

We also have access to DSLR cameras. Each student will sign the syllabus understanding that lost or missing cameras and laptops will be the responsibility of the student.



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18 – WEEK PLAN*	
Weeks 1-2	Start with the “Why” – Introduction to Yearbook and Theme Creation
Weeks 3-4	Design Matters – Graphic Design, Photography, and Journalist Writing Intensive
Weeks 4-5	Project Management – Organizing our Team and Book
Weeks 5-9	Spring Sprints – Writing, Photographing, and Design
Weeks 10-12	Business of Yearbook – Selling and Designing Ads and Tracking Revenue
Weeks 13-15	Quarter 4 Sprints – Writing, Photographing, and Design (Begin Professional Portfolio Project)
Weeks 16-18	The Digital Element (Social Media Marketing), Proofreading, and Portfolio Presentations Submit pages and ads for the final deadline

***This is a tentative plan and may change at the discretion of the teacher.**

Please sign the syllabus and return to Mrs. Hughes NO LATER THAN **Thursday, January 8** — this will be your first grade in PowerSchool. Parents and students, please initial and sign below to acknowledge that you have received, read, and understood the syllabus.

Student Initials	Parent Initials	
_____	_____	We know yearbook is a fun class, but it is also a demanding one that requires students to work together and work after class time.
_____	_____	We know that yearbook students will have homework and may need to attend school events after school hours, and we will support our student in this requirement.
_____	_____	We know that our student needs to check Schoology when absent because Mrs. Hughes has all the materials there.
_____	_____	We understand that the nature of the yearbook is dependent on making deadlines and working with our peers to ensure we have a quality yearbook, produced on time.
_____	_____	We also know that Mrs. Hughes will contact us about any concerns or classroom information via the information supplied below.
_____	_____	We know that our student is responsible for the use of special equipment in this class (laptops and cameras).

Student name: _____ **Student signature:** _____

Parent/guardian name: _____ **Parent/guardian signature:** _____

Parent/guardian, please provide two ways for me to contact you (email address, phone number):

Parent/guardian email:

Parent/guardian phone number:
