
Yearbook Course Syllabus

2026-2027

Richland School

Teacher:

Mrs. Rebecca Clark,
Library Room 007
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Course Description

Yearbook is a production-based elective course that creates the *Quest* yearbook. Because the staff is mainly responsible for the content, design, layout, and sale of the book, students who choose to be a part of this business must ensure that it runs efficiently and effectively. Staffers must be cooperative, punctual, professional, creative, and productive. Students are responsible for taking digital photos, composing, designing, and editing all elements of text, graphic art, and digital photography layouts. This course requires students to be **available outside of regular class hours** to attend sporting events, student activities, etc. Students are expected to be organized, motivated, and possess strong reading and writing skills upon entering the class.

Grading

Grading scale will follow school board policy.

Grades will reflect the student's ability to master journalistic, technological and life skills. Students will be expected to complete all assigned pages, include names of every person on every photo, 100% names spelled correctly, follow the theme of the yearbook, and take pictures as needed.

Areas taken into account for grades include:

Class Work- Page design, editing of photos, and other duties needed completion within the yearbook pages.

Content- Production, participation, and contributions in the yearbook. Assigned tasks will be given throughout each semester. Work is graded on completion, quality, and timeliness.



Participation- Production of the yearbook is a team effort and it is crucial that you participate and attend class.

****Please remember that yearbook is an accredited class and classwork always comes first. If you don't feel that you can make the commitment, you may need to reevaluate your schedule.**

Guidelines

1. Students are expected to draft, edit, revise, and perfect their work *before* each deadline.
2. Students must have permission to leave the library for any reason.
3. Students must demonstrate respect, professionalism, and efficiency at all times.
4. Standard school policies-dress code, food/drink, gum, electronics-will be followed unless an exception is warranted.
5. Students must use all equipment-computers, software, cameras, scanner, etc. - properly and responsibly.
6. Students are to properly return all equipment before the end of the class period.
7. Students will communicate effectively with the yearbook staff and the adviser.
8. No discussion or sharing of the yearbook content is allowed with friends/students.

Acknowledgement

My signature indicates I have read Mrs. Clark's yearbook syllabus and I understand the requirements, policies, expectations, and guidelines for this course.

Student Signature

Parent/Guardian Signature