

Yearbook/Newspaper Deadline Advisory

The following are guidelines for publication deadlines. I would like both student and parent/s to sign this sheet after reading it, so that I know everyone is familiar with the out of school obligations of deadlines for Yearbook and Newspaper class.

Yearbook

1. The yearbook deadline is set the day before the pages are due to the plant. There will be three throughout the year. This day has always been a Sunday due to scheduling of deadline submissions to the plant on Mondays.
2. A grade is given for each deadline, but one does not need to attend if pages have been completed, approved, and submitted prior to the Sunday deadline.
3. Mini-deadlines have been established, which requires no out of class time, but time may be spent out of class at the student's need or choice.
4. Since there are months of class time for deadlines, I feel there is ample class time for a student to complete a deadline in class, assuming the student uses class time wisely—I emphasize the latter statement.
5. A student may, at any time, choose to work after school to avoid Sunday deadline.
6. Sunday deadlines carry with them two contingencies. One, the student may come at his/her leisure, enabling him/her to fulfill family and religious obligations, and two, that I do not require one to miss work, but would appreciate it.
7. The deadlines are established at the beginning of the year, and the pages are assigned to the student at the beginning of the year. A student's pages are set up on the computer so that one may work ahead of schedule if unable to work on current deadline pages. Thus, if there is a conflict, the student should know well in advance his/her obligations to yearbook, and if s/he cannot make it to the assigned deadline, s/he should plan, in advance, to have the pages completed so that s/he does not have to come on Sunday.
8. Apart from the three-page submission deadlines are also advertisement and senior salute deadlines. These two aspects are important to our funding the yearbook. Students receive the ad information in the summer and have until the end of the third quarter to have all sales completed. These deadlines are all or nothing, so students either receive full credit or no credit.

Newspaper

9. The newspaper deadline will be held the first day of class on the week the newspaper is to be published, unless a better date is needed and chosen. There will be nine throughout the year.
10. A grade is given for each deadline, and attendance is required since the final product is constructed at that time.
11. Mini-deadlines have been established to encourage and aid the student's timely completion of duties.
12. Since there is roughly a month of class time before each deadline, students will probably need to work on certain responsibilities at home.
13. If a student is unable to make deadline for any reason. Immediate notification must be given in order to create a plan for the student to make up the time before deadline. However, the best method is for the student to recognize the deadline date the day it is given, and attempt to relive all other obligations, if possible.

Student's Signature: _____

Parent/Guardian Signature: _____