

# Yearbook

Lexington Junior High School  
Dr. Hind, advisor • hind\_e@auhsd.us

Congratulations!! You have been selected to be a member of Lexington's *Regulus* yearbook staff! Be proud. You are one in an elite group of students.

Yearbook is not like most other classes. While there will be formal instruction, the primary focus of the class will be production of the 2021-2022 yearbook and contribution to promotional materials for Lexington Junior High School and the Anaheim Union High School District. We will follow a production model used by magazine publishers, design professionals, and photojournalists around the world, and therefore, the class is referred to as "staff," and yearbook students are "staff members."

We have a personal and financial obligation to the school community and school district to develop and produce a yearbook for Lexington. By joining this class, you assume responsibility for meeting that obligation. Being on yearbook staff requires commitment, a good attitude, a team spirit, and a solid work ethic. If you bring these four qualities to class with you, you will enjoy this experience and learn a lot.

But make no mistake: Being on yearbook staff also requires *a lot* of work. There may be times that the work is difficult, tedious, boring, or stressful. There may be times that you disagree with editorial, design, or staffing decisions. There may be times you wonder why you applied to be on staff in the first place. These times will test your commitment, good attitude, team spirit, and work ethic.

When you encounter times like these, remember that you are one part of something much bigger: You and your fellow staff members are creating and publishing the yearbook that will document the 2021-2022 school year at Lexington, the 49th volume in an ongoing history of our school. What you create will become an instant treasure to students and teachers. The 2022 *Regulus* will be signed and loved by students. The yearbook will make future appearances at high school and college graduations, at weddings, at funerals, and when students pull it out years from now to show their children and grandchildren. The work you will do as a staff this year is *tremendously* important, and the pride you will feel when you see your work in your friends' and teachers' hands will make all the tough times completely worth it.

If you feel that you cannot meet the expectations of commitment, a good attitude, a team spirit, and a solid work ethic, please let Dr. Hind know TODAY.

Please read the following staff manual and share it with your parents, then please sign and return the consent form.

## **COURSE GOALS**

- To produce a professional, high-quality yearbook for the Lexington community
- To practice good time management skills, successful team dynamics, and leadership
- To develop skills in journalistic and feature writing, editing, and interviewing
- To learn and apply principles of photojournalism, layout, and design
- To learn and practice use and care of digital single lens reflex cameras
- To learn desktop publishing skills using Adobe InDesign and Photoshop

## **GENERAL EXPECTATIONS**

Come to class on time with a sense of commitment to the staff and to making Lexington's publications phenomenal, with a **good attitude**, and prepared to work hard.

Be professional: Be polite, be dependable, be proactive, be a good listener, participate, meet deadlines, and don't be afraid to ask questions!

**Masks are required in the yearbook room** in keeping with state and district COVID-19 mandates. We appreciate everyone doing their part to keep our staff safe and healthy!

**All electronic devices should be off and out of sight in your backpack or book bag.** In very specific circumstances, you may be permitted to use your phone for yearbook-related assignments, but, again, this is only under very specific circumstances and with Dr. Hind's permission. Ask first, don't assume.

Use the restroom before coming to class.

Do not bring food or drink into 702.

### **CLASS TIME**

Class time will be used for journalism and photography lessons, assigning and planning yearbook spreads, writing and editing copy, organizing and processing photos, and producing our publication on the computers. You are expected to use class time productively. We have a yearbook to produce, and *every moment counts!*

There will be days that you will not be able to work during the class period because you are in between assignments. On these days, you are expected to work on homework, do SSR, or help with production room housekeeping. In-between time is NOT free time.

### **TARDIES, ABSENCES, AND MAKEUP WORK**

You are expected to arrive to class on time unless you have a signed pass from a Lexington faculty member. If you come to class late without a pass, you will receive a detention. *This is your warning!*

If you are absent, you are expected to turn in any missed work to received credit. Talk to Dr. Hind to find out what you missed. ***You are expected to make deadline, even if you are absent.***

### **PRESS PASSES**

Press passes will be issued to all yearbook students. Any time you represent our yearbook staff while covering an event or conducting an interview, you must wear your press pass. Your press pass will be kept in the yearbook classroom and must be checked out when you are ready to use it.

If you misuse your press pass doing things you shouldn't be, then you will lose your press pass privileges.

If you lose your press pass, contact Dr. Hind *immediately!*

### **STAFF SHIRTS**

You will be issued a yearbook shirt and sweatshirt. All yearbook staff members will wear their staff shirts at school on Fridays (Staff Shirt Day) and on other days when we will be representing yearbook. Wearing your shirt identifies you as a campus leader and journalist, increases our staff's visibility and presence on campus, generates staff pride, and promotes our publication. Wearing your shirt is also part of your grade.

The yearbook shirt also functions as your press pass any time you cover a campus function that takes place outside of school hours (such as a dance) or off campus (such as an athletic event). This is for both visibility and safety reasons. ***You will not be allowed on a team bus or admitted to an event for free if you are not wearing your shirt!***

### **PHOTOGRAPHY EQUIPMENT**

We have an incredible stable of photographic equipment: Many Canon digital SLR cameras; standard, telephoto, wide angle, and fish-eyes lenses; a studio lighting set-up; and several professional-grade backdrops, including a green screen. You are going to learn to use it ALL!

Cameras are kept in 702. When you have an assignment that requires a camera, you will need to check one out from Dr. Hind. You are responsible for the care and safe return of all photography equipment, and you are responsible for replacing any equipment that is lost, stolen, or broken while in your possession.

Camera usage is contingent on your passing the photography test.

### **COVERING OFF-CAMPUS EVENTS**

You will have the opportunity to travel with teams to cover sporting events against other schools. Travel is a privilege, and staff members must maintain excellent citizenship and effort in yearbook class and their other classes in order to be eligible for a travel assignment.

If you are given a travel assignment, you must give Dr. Hind a permission card signed by your parent or guardian the day before the event. ***If you travel to an event, you must return to Lexington on the bus with the team!!!***

### **INTEGRITY**

Being a member of the yearbook staff is an honor. As a staff member, you are a leader on campus, you have privileges that other students do not have, and you will interact with staff, faculty members, administrators, and community members in a unique way: As a professional journalist.

An enormous amount of trust has been placed in you – by me, in granting you access privileges and checking out very expensive, professional-grade cameras to you, and by the entire Lexington community, who trusts that you will create a phenomenal yearbook that is worth the money they have paid. I selected you for staff or invited you to join, because I felt that you had something valuable to contribute to our staff, were up to the challenge, and could bear the responsibility of that trust.

Because of your position on yearbook staff, you are held to a higher standard than other students. You are expected to conduct yourself in a manner appropriate for a leader and professional.

A student will be dismissed from yearbook staff for engaging in “conduct unbecoming” in or out of yearbook class. In the past, students have been dismissed from staff for the following conduct unbecoming:

- being irresponsible with camera equipment
- misuse of press pass privileges
- dishonesty\*
- sabotaging yearbook production
- hate crimes\*
- bullying\*
- theft\*
- harassment\*
- sharing yearbook secrets on social media\*
- truancy
- safety violation

Conduct unbecoming is not limited to the incidents on the list above. Incidents listed above with stars took place *outside* of school.

You are a good, trustworthy person. Make good choices. Do the right thing.