



Journalism/Yearbook Class 2025-2026

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Remind101: Text @westhubybk to 81010

Check out our Canvas Class Resources

Welcome ARC Yearbook Staff of 2025 - 2026! I am looking forward to working with you to create an awesome publication for the Richmond community. In the spirit of tradition, we have been entrusted with preserving the legacy of Richmond on the pages of the yearbook. You have the privilege (and the responsibility) of representing the entire student body in the full gamut of avenues that make Richmond what it is. Each of you will be assigned specific tasks and jobs to make our yearbook successful. It is vital that each of you play your part to the best of your abilities. Remember that you are part of a team, and your team is depending on you to pull your weight.

Expectations:

- *Be a team player *Attend class *Photography *Writing
- *Graphic Design/Artwork *Be present at the events you have committed to
(Transportation is your responsibility) *Meet deadlines *Be responsible for your task at hand
- *Stay on task during class time *Yearbook Design/Layout/Production *Promote/Sell Yearbooks *Promote/Sell
Yearbook Ads *Distribute Yearbooks *Recruit Staff

All students are expected to

- Keep the school and learning environment clean
- Use business language
- Dress appropriately for the setting
- Follow staff directions
- Be on time

Yearbook Staff Expectations

Being a part of the yearbook staff is a privilege and a big responsibility. In doing so I understand the following expectations and responsibilities I will have:

- I dedicate myself to promoting, organizing, and creating a yearbook that will make my fellow Musketeers proud.
- I commit to participating in covering events through photography, interviews, and/or follow up items needed.
 - I commit to promote Senior Ads & Personal Ads to my fellow students.
 - I commit to promote Business Ad Sales to the community
 - I commit to promote Yearbooks to the students and staff of ARC.
 - I understand that without funding, yearbook staff does not exist.
- I commit to conduct myself in a manner that represents our school respectfully.

I understand that I will be assigned various tasks this year and am responsible for the tasks deemed appropriate by the advisor.

Student Responsibilities: Excused absences will warrant make-up work *within 5 school days*. It is the student's responsibility to schedule a time to make up missing tests, quizzes, or labs. Due to the nature of our course and the types of assignments due to publication requirements the original assignment missed may not be able to be made up due to the nature of the task. In this case, an alternate assignment to correlate with the learning missed will be assigned. It is the responsibility of the student to find out what was missed when they have an excused absence.

Deadlines: Because we are working on a school publication, deadlines will be very important. Turning in your work late not only affects you, but the other staffers, as well as the advisor, as we all work together as a team to meet our publication deadlines. Late work penalties will be applied as prescribed in the RCSS Grading Policy. Once a publication deadline has been passed, that work/assignment will no longer be available to the student, as someone else has already taken on the task to make sure our product is moving forward. An alternative assignment can be completed, but a habit of missing deadlines will lead to your inability to continue to work on actual publication assignments and a parent conference will be requested.

Tutoring: Tutoring will be available by appointment before and after school from 7:45 – 8:10 am and 3:30 – 3:50 pm. Please check Canvas announcements & the tutoring schedule on the board each week for availability.

Assessment & Grading: We will adhere to the ARC Assessment Policy. Please see the attached page for the late work and AI policies and expectations. Please sign and return the first week of school.

Course Grading Procedures: We will follow the Richmond County Grading Policy for the calculation of semester grades:

Minor Grades: 60% Major Grades: 40% Final Exam: 10%

Reassessment: Students will be allowed the opportunity of reassessment for major assessments. Any student who wishes to reassess a major assessment will need to complete the reassessment plan expectations set when given feedback provided from the original assessment. Reassessment expectations must be met prior to sitting for reassessment.

Providing Information:

Please go to the following link and provide the requested information: <http://bit.ly/2v6ApNe>

Please join our Remind Group to get updates and information regarding school events that will need photographers or stories/interviews that will need to be completed.

Late Work & AI Policy

Target Behavior: Students are expected to submit work on time. Doing so exhibits pride in producing quality work and fulfilling student responsibility. This work habit is a behavior that supports academic achievement and demonstrates characteristics from our Richmond County School System Profile of a Graduate. Late work can negatively impact learning and your ability to demonstrate mastery of the standards. *See RCBOE IHA-R Grading Practices*

Target Behavior: When the assignment calls for students to produce original work, students will not use Artificial Intelligence (AI) to generate the assignment for them. Assignments are given to help students learn and demonstrate what they know. While there may be appropriate times for students to use AI during the learning process, using AI to generate original work in place of the student completing the work, is considered Academic Dishonesty and can be punished according to the rules outlined in the Code of Conduct.

Student Contract: I understand that all work should be completed on time. I understand that my teacher may deduct five points per day and communicate this in my Infinite Campus gradebook. I also understand that work turned in after the learning has occurred may not be graded (no more than 5 school days from the due date). I understand that using Artificial Intelligence to complete assignments where I am asked to produce original work will be considered Academic Dishonesty.

Student Signature

Date

Parent Contract: I understand that my child is expected to complete assignments on time. I will remain in communication with my child's teacher and monitor missing and late work as noted in Infinite Campus Parent Portal. If my child continues to submit work late, I understand that a parent-teacher conference will be needed to co-develop a plan of action. I understand that my child should not use Artificial Intelligence to complete assignments where students are asked to produce original work.

Parent Signature

Date