

# Georgetown High School

2500 Anthuan Maybank Drive Georgetown, SC 29440 (843) 546-8516

Dear Parents:

Welcome to a new school term! It is an honor for your young adult to be on the Yearbook Staff at Georgetown High School. He/she will be actively involved in capturing the memories of the school year in print format. It is exciting and rewarding to see all of his/her hard work published for the student body.

As a part of the staff, your young adult will be responsible for meeting the Yearbook requirements listed below. Please review these with your student and return the second page with your signature. See the course syllabus for more details on objectives and goals, along with types of assignments.

## **Yearbook Requirements:**

- Be a hard working, productive member of the staff
- Complete assigned yearbook pages for the book by their due dates
- Work together with other members of the staff
- Meet minor and major deadlines
- Work outside of yearbook class to get the job done
- Learn the Yearbook Avenue computer program to create the book
- Collect \$600 of yearbook ads during the first quarter of school

**In order to earn credit for Yearbook Production, a student must pass the class for the term.** Grades will be computed according to the scales outlined below:

- Major Grades count 60% of each quarter grade  
(consist of tests, ad sales, meeting deadlines, and yearbook page production)
- Daily Grades count 40% of each quarter grade  
(consist of quizzes, class work, newsletter articles, and homework)
- All assignments are worth 100 points.

I want to work with you as a team to ensure that your young adult becomes an independent lifelong learner. Please help him/her to come to class ready to work and learn. This will be an exciting term for all of us. A major goal I have is to maintain consistent communication with you regarding your young adult's progress and your thoughts on that advancement. If you suspect any problems or just want to check on your young adult's progress, please contact me. The school phone number is 546-8516, ext. 2190, and my e-mail address is [MPrudhomme@gcsd.k12.sc.us](mailto:MPrudhomme@gcsd.k12.sc.us). I look forward to working with your young adult this term.

Sincerely,

*Michele S. Prudhomme*

Yearbook Adviser

*Return this sheet to Mrs. Prudhomme*

Completed by the parent or guardian of \_\_\_\_\_ (student's name) who is a student in Mrs. Prudhomme's Yearbook Production class at Georgetown High School.

The yearbook is created by using an online computer program. Most of the work will be completed at school, but at times staff members may need to work on their pages outside of class. Please check below to indicate if your young adult has computer access.

\_\_\_\_\_ My student DOES have access to a computer with internet.

\_\_\_\_\_ My student DOES NOT have access to a computer with internet.

Sometimes e-mail is the easiest form of communication on a busy day. I email my parents regularly to keep you informed on how your student is doing in my class. Please write your e-mail address on the line below.

Parent's Email: \_\_\_\_\_

Sign below stating that you have read the introductory letter to Yearbook Production.

\_\_\_\_\_ Parent Name (Signed)

\_\_\_\_\_ Parent Name (Printed)

\_\_\_\_\_ Date

\_\_\_\_\_ Contact Phone number(s)

\_\_\_\_\_

Thank you,  
*Michele S. Prudhomme*