**Yearbook Syllabus 2016-2017**

**Teacher:** Candra Gray

**Classroom:** Room 110

**Course:** The Yearbook class is a two-semester elective since students produce the yearbook from start to finish and distribute it in May. Creativity, self-pride, self-control, initiative and **c**ommitment to completing assignments by deadline are keys to success in this class. Yearbook is not an “easy A” elective as students are required to: photograph events during and/or after of school; write articles; interview students, teachers and coaches; design page layouts; edit copy and graphics; and understand the importance of consistent design features, accuracy and proofing. The Yearbook most likely will be the only project students work on during middle school that goes home with 1,000+ students to be read by parents, siblings and friends. Additionally, it will remain in the school as a time capsule of that school year. Thus, the yearbook staff holds a position of **tremendous** responsibility.

1. **Materials:** Technology materials and cameras are provided in class, but students may buy their own SIMs card, flash drive. Students must bring a pen/pencil/iPad to class. To use personal camera/equipment, a contract must be signed releasing the school from responsibility of loss, damage, misuse, etc. School cameras will be provided for photo assignments once students and their parents **sign a staff and camera contract.**
2. **Classroom Management:**

* Pay close attention to instructions
* Be ready to work by the ring of the tardy bell
* No food/drink allowed around equipment (only drink allowed is water)
* Leave the classroom only with permission and use your yearbook pass
* Keep cell phone, iPad, etc. turned off & in your backpack unless needed for class work
* Be respectful to your teacher and classmates with both your words & actions

**Consequences:**

* 1st Offense: Verbal/Non-Verbal redirect
* 2nd Offense: Student/Teacher conference
* 3rd Offense: Parent Contact (phone call, email)
* 4th Offense: Parent/Student/Teacher conference

**Staff Pledge:**

* I will cover my events
* I will meet my deadlines
* I will treat yearbook equipment professionally
* I will spell check my layout and verify the spelling of every student name used
* I will respectfully represent HCMS as a yearbook staff member

1. **Grading:**

A. 50% Major/Test Grade include page deadlines, photo deadlines, and marketing deadlines

B. 50% Daily and Weekly assignments

C. A student who does not get his/her photo/interview assignments covered (ex. Sports games, music events, etc.) will receive a zero. Once an event is over, there is no way to re-do or make up the assignment.

D. Other late assignments will be deducted 10pts. per day.

1. **Conference Times & Phone Numbers:** Please call or email me at cgray@eanesisd.net to set up a time.
2. **Parent/Student Expectations:**

A. Parents grant permission for student to attend after-school events without parent or teacher’s presence.

B. Students are responsible for cameras and equipment used during and outside of school (on/off campus).

C. Parents understand that student may need to devote time before or after school to cover certain events or to complete a deadline.

D. Parent/Student will replace or have repaired any equipment lost or damaged while in his/her care.

E. If student cannot attend an event for which he/she is scheduled to cover, it is the student’s responsibility to have another staffer take his/her place AND to notify the teacher within 24 hours prior to event.

F. In case of illness or emergency, notify teacher ASAP by email (do not leave message on school voice mail).

Eanes ISD Middle School teachers are committed to grading and assessing in the best interest of our students. We believe grades and assessments communicate content knowledge, guide instruction, and reveal opportunities for enrichment and intervention.

** Yearbook Syllabus**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please read and discuss the syllabus which is available on the yearbook webpage at hcms.eanesisd.net. Please sign and returned this page by **Monday, August 29, 2016** to indicate parents and student have read and understand the syllabus:

**HCMS Yearbook 2016-2017:**

**I have read and discussed the class syllabus with my child. I understand and accept the expectations. I understand that my child is responsible to cover events that may occur outside of regular school hours (sports, music concerts, club meetings, etc.). Students will usually have at least a week’s notice to arrange transportation and are responsible for notifying and making arrangements with parents for permission/transportation. During sports’ seasons, each student is required to attend at least on home game event for each sport (including, but not exclusive to football, volleyball, basketball, cross-country, track, tennis, soccer, cheer, golf). If you student cannot cover his/her responsibility, it is your student’s responsibility to find a replacement and to notify Ms. Gray by email who will take his/her place. Failure to cover events assigned will result in a reduced grade or possibly a zero. Once an event is over, there is no way to make it up.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_