

## **Yearbook Syllabus**

**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 commitment to completing assignments by deadline are keys to success in this class. Yearbook students are required to: photograph events during and/or after school; write articles; interview students, teachers and staff; 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.

- I. Materials:** Technology materials and cameras are provided in class. School cameras will be provided for photo assignments once students and their parents **sign a staff and camera contract. Cell Phone/iPad cameras may be used for off campus or before/after school activities in accordance with the HCMS cell phone policy (see below); Remember that you are responsible for the cost of replacing or repairing any damaged or lost equipment. Parent Signature:** \_\_\_\_\_

**II. Classroom Management:**

- Pay close attention to instructions
- No food/drink allowed around equipment (only drink allowed is water)
- Use your school issued Yearbook Press Pass for events and photographing/interviewing on campus
- 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

**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

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

**Consequences:**

- > Verbal/Non-verbal re-direct
- > Individual Reset time
- > Seating changes within the classroom
- > Phone call or email to parents
- > Detention
- > Parent-teacher conferences

**III. Grading:**

- A. 60% Major Grades include page deadlines, photo deadlines, and marketing deadlines  
B. 40% Skills Development - Daily work

**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 10% per day.**

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

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

- IV. Conference Times & Phone Numbers:** Please email me at cgray@eanesisd.net to set up a time.

## **V. Parent/Student Expectations:**

- A. Parents grant permission for students 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 students 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 a 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 events.
- F. In case of illness or emergency, notify the teacher ASAP **by email** (do not leave messages on school voice mail).

## **Classroom Rules:**

1. **Honesty**- Students will be honest about their activities and work.
2. **Respect** - Students will respect your classmates, their space, your instructor, the classroom environment, and yourself.
3. **Pride**- Students will show pride in their working to their capabilities.
4. **Prepare** - Preparation is essential to success. Please arrive with all necessary materials, ready to participate in learning about communication.
5. **Follow** all school rules.

## **CELL PHONE/TECH WATCHES/OTHER NON-SCHOOL TECH POLICY:**

>In accordance with HCMS disciplinary policy as stated in the Student Code of Conduct: No cell phone use is allowed during class/learning time 8:30am-4:00pm in the classroom; cell phones/tech are to be turned off and in the student's backpack, NOT on the person.

>If you have photos on personal devices from before/after school events, these must be uploaded before school (Room 110) or by pre-arranged time with MS. Gray for after school access to classroom 110.

>Ask permission or announce "YEARBOOK" when you are photographing students/events

>Remember, "no" means "no"; if a student does not want to be photographed, you must honor that request; let Ms. Gray know their name and grade so we can try to encourage the student's involvement.

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

## **GRADING AND MAKEUP POLICY:**

### COLLABORATING WITH AN AI CHATBOT FOR INTERVIEWS AND :

- You may use AI Chatbot to help with interviews and anchor articles
- Teacher must approve before you add it to your page/spread
- If you are not sure, ask the teacher or editor

## **MAKE UP WORK:**

A student who misses daily assignments due to an absence will be allowed full make up

privileges as stated in the Student Code of Conduct. A student is permitted at least one day for each day absent to complete daily work. Photography event and page/spread deadlines cannot be extended because of the nature of Yearbook documenting events as they happen (no do-overs 😊)

The student is responsible for obtaining assignments from the teacher. **Remember that if a student does not cover an assigned event, it cannot be made up because there are no “do-overs” in Yearbook.**

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

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

### **LATE WORK:**

Students are expected to complete and turn in all assignments on time. For each class period that work is turned in late, students will lose 10% of original grade. After 4 days, late assignments will be indicated in Skyward as a 1. After the makeup deadline has passed, the grade will be entered as a zero and is no longer allowed to be made up. In order to receive credit, other than photographing events, all other late work must be completed and turned in prior to the publishing deadline. **Remember that if a student does not cover an assigned event, it cannot be made up because there are no “do-overs” in Yearbook. ie: a game or concert cannot be replayed. (-:**

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

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

### **COMMUNICATION/TUTORING TIMES:**

The best and quickest way to contact me is through email (cgray@eanesisd.net). Google Classroom/Google Calendar can be accessed through the school’s main page (<http://hcms.eanesisd.net>) and will have the most up-to-date information. Students and parents are encouraged to check GClassroom for any upcoming deadlines, photography or daily assignments due dates. **Just a reminder that Yearbook staff students are required to attend school activities/events outside of school hours in order to record the history of our school year. Students must arrange transportation to/from events before the date of the event(s)**

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

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.

**Parent Signature** indicates that they have read and understand the requirements for Yearbook class:

(print) \_\_\_\_\_ (signature) \_\_\_\_\_

**Student Signature** indicates that they have read and understand the requirements for Yearbook class:

(print) \_\_\_\_\_ (signature) \_\_\_\_\_

**This form is posted in Google Classroom for you and your student to sign and turn in as an assignment; a paper copy may be photographed and then submitted.**