**Sierra Vista High School**

**Yearbook Syllabus/Contract**

The following information will explain the expectations for Yearbook for the school year. Please read through this information carefully, have your parents read through it as well. The contract must be signed and returned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please keep in mind that students should be following all guidelines and expectations set forth by Sierra Vista High School at all times. If you have any questions or need further clarification, please speak with Mrs. Zotos.

**Instructor’s Name:** Mrs. Helen Zotos

**Room Number**: 113

**Telephone Number**: 626-960-7741 x2113

**E-Mail Address**: hzotos321@bpusd.net

**Website:** www.svyearbook.weebly.com **Cell:** 562-895-5517

**Course Description:** Yearbook, whether beginning or advanced, is a fast-paced, hands-on class where you will apply learned skills to the production of the Sierra Vista High School yearbook, The Conquistador. You are expected to commit significant time out of class to researching, interviewing, revising and writing captions, as well as taking pictures. Deadlines are not open for discussion in this course; your late work impacts everyone on staff and can derail the entire publication. Missing deadlines costs us money… lots and lots of money! Time management will be an essential skill that you will be utilizing.

##### Behavioral Expectations: Students in a yearbook class are in a unique and privileged situation. Participation on the yearbook affords students with more freedom than most other classes. It also requires them to take responsibility and exhibit a high degree of maturity and good judgment. As individuals, students who participate in the school yearbook are constantly acting as representatives of SVHS and The Conquistador, whether they are actually on assignment or not.

As members of a group that produces a quality and concrete product that will be distributed to and read by both adults and students, yearbook students can expect to be held to accepted journalistic standards and ethical practices. Never, at any point, should the position as a member of the yearbook be abused. Students who work for The Conquistador should regard such an assignment as a privilege. Failure to conduct oneself properly while representing SVHS may lead to the forfeit of participation in the publication of The Conquistador.

##### Attendance/Participation Expectations: It is incredibly hard to produce a yearbook with unreliable or inconsistent staff members. For this reason, attendance is incredibly important. The Conquistador relies on students to create content for the yearbook, and required to attend all school functions assigned. In order to meet deadlines staff members and editors are required to work at brunch, lunch, stay after school and/or come in on weekends.Repeated inability to attend will result in a failing grade and/or removal from class. Should you need to discuss your attendance (due to anticipated absences, etc.), please see Mrs. Zotos or have a group member cover your event. Once you are selected to be a yearbook staff member you have made the commitment to complete this course 100% (Semester 1 and Semester 2).

**Equipment Expectations**: Staff members are to handle all yearbook equipment, including cameras and accessories, computers, printers and other supplies with care and be responsible for replacement or repair if lost or damaged while in their possession. Equipment and supplies must only be used for school related assignments. Staff members must return the equipment the next day. Equipment must not be left unattended or given to someone else to hold. Do not put the camera in your locker. If students do not return equipment at the prescribed time noted, they risk losing the privilege to borrow equipment again and will result in a failing grade and/or removal from the class.Students may check out any cameras, including the SLR Canon EOS 18-55 T-3i cameras, which are with tax and other items (memory cards, battery, other lens, etc.) valued at approximately $750.00. Students may check out additional lenses such as the [Canon - EF 85mm f/1.8 USM Medium Telephoto Lens - Black valued at approximately $450.00](http://www.bestbuy.com/site/canon-ef-85mm-f-1-8-usm-medium-telephoto-lens-black/8551186.p?id=1218827093224&skuId=8551186) and the [Canon - EF 75–300mm f/4–5.6 III Telephoto Zoom Lens - Black](http://www.bestbuy.com/site/canon-ef-75-300mm-f-4-5-6-iii-telephoto-zoom-lens-black/2823760.p?id=1051806943002&skuId=2823760) [valued at approximately $250.00](http://www.bestbuy.com/site/canon-ef-85mm-f-1-8-usm-medium-telephoto-lens-black/8551186.p?id=1218827093224&skuId=8551186)

###### Mini Deadlines/Major Deadlines: Deadlines MUST be met. There is no other alternative. Students MUST meet their deadlines, because in the real world the press does not wait for anyone. If a staff members misses a deadline this will result in a failing grade and/or removal from class (this includes, photo retakes and proof corrections). If you are going to be absent, please see Mrs. Zotos ahead of time. Please do not take this class if you believe you will get an “A” simply for showing up and turning in a couple of assignments. You are expected to be here, to work hard and get your work done in a timely manner. Yearbook is a business, and in order for us to make money, we have to be efficient. “Dead weight” students will not be tolerated. Work that cannot be published will not be accepted. For planning purposes, you are being provided with the dates of all of the deadlines for the course of the whole year. Please take these dates into consideration when planning absences and activities. Typically, you can expect to spend some time working after school in the week prior to the deadline. Additionally, please take note of the dates and discuss any potential conflicts with Mrs. Zotos.

**Marketing/Fundraising:** Staff members are required to contribute to the financial success of the yearbook by completing marketing and fundraising assignments. Repeated inability to complete marketing and fundraising assignment will result in a failing grade and/or removal from class.

**Grading Policy:** Grades are earned for all work done and assigned in class. Your grade will be based on your ability to meet your deadlines as a group as well as your individual mini deadlines. Individual mini deadline assignments are pass or fail. Major deadline group grades will be on the standard A, B, C scale. Failure to complete a major deadline results in an F for the semester for the entire group. Your grades will be available for you to view online, via the Illuminate website.

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| **DEADLINE #1**  Mini Deadline #1  Mini Deadline #2  Mini Deadline #3  Major Deadline #1 -November | **DEADLINE #2**  Mini Deadline #1  Mini Deadline #2  Mini Deadline #3  Major Deadline #2 -January | **DEADLINE #3**  Mini Deadline #1  Mini Deadline #2  Mini Deadline #3  Major Deadline #3 - March |

The yearbook program has become renowned and I intend to continue to work hard with your child to continue this tradition. I look forward to a great year in Yearbook moving forward, but it is necessary to have certain clear and strict rules to make it an enjoyable, safe and responsible environment for all students.  Please sign your names below in agreement to an understanding of this contract.

If there are any questions, please contact me at 626-960-7741 x2113 or preferably by email at hzotos321@bpusd.net

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Student signature                                  Student printed Name                      Date

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Parent signature                                   Student printed Name                      Date