



STAFF CONTRACT: AGREEING ON EXPECTATIONS

In order to create the best working relationship, it is important that we all agree on expectations. Please consider the following expectations, sign, and return.

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OBJECTIVES

This course in yearbook journalism has two primary objectives: (1) To teach students the skills required to create the book and (2) to produce a book which reflects journalistic standards. To accomplish these objectives, the yearbook journalism students will devote their time to the following:

- Learning their rights and responsibilities as student journalists
- Gaining proficiency in desktop publishing Herff Jones eDesign
- Incorporating advanced design principles such as grid design and use of layered coverage into the yearbook
- Learning and using journalistic writing techniques
- Developing student leadership and decision-making skills
- Finding ways to include every student and staff member in the yearbook
- Creating and executing marketing plans to sell the yearbook and ads
- Most importantly, producing a yearbook the staff, the school, and the community can enjoy

EXPECTATIONS

There are four basic attitudes critical to the success of the yearbook staff.

- **Timeliness:** Students will be expected to meet all deadlines. Students will also be expected to be on time for class, meetings, photo shoots, and interviews. Missed deadlines cost money.
- **Risk-taking:** Yearbook staff members must be willing to take a risk and to try something new. Risk-taking may involve interviewing someone a student does not know or learning new software.
- **Responsibility:** When a student agrees to take on the responsibility of working on a student publication, the student must also assume responsibility for his/her actions. Whenever a student is out in the school or larger community fulfilling yearbook responsibilities, that student must act as a representative of the entire school.
- **Attention to detail:** Yearbook is a perfectionist's business. Students must pay attention to details because details cost money.

AFTER-SCHOOL RESPONSIBILITIES

Some assignments — particularly photo shoots and interviews — will be completed outside of class time. Students should plan transportation needs and homework schedules accordingly.

As a deadline approaches, each staff member will be required to stay after school to finish pages.

PHOTO EQUIPMENT USE

Students may use their own cameras or they may use staff equipment. All staff equipment must be signed out and returned within 24 hours. Students who do not follow the sign out and return policy will not be permitted to use school equipment. Students are responsible for damages to/loss of equipment checked out by them.



COMPUTER USE

All county and school policies for computer use are in effect. In addition, yearbook students have access to a network drive dedicated to storing all yearbook files. Students who misuse or abuse their access to the yearbook drive (Ex. Hiding personal files on the network drive) will lose their computer privileges. Disciplinary action will follow. Students are responsible for damages to/loss of equipment checked out by them.

AFTER BOOK COMPLETION

Once the yearbook is finished, students will be expected to participate in all classroom activities and to complete all assignments as requested by the teacher. While the assignments may not be directly related to the yearbook or its supplement, they will be journalistic in nature and focused on improving students' journalism skills.

Please read this contract. When you have done so, sign and date it. Please have your parents read, sign, and date this document. Should you or your parents have any questions, please do not hesitate to ask.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Advisor Signature: _____ Date: _____