

**YEARBOOK  
SIGNING  
GUIDELINES**

Dear Santan Parents/Guardians,

Please sign the Guidelines for Signing of Yearbooks at Santan Jr. High and discuss them with your student. We wish to continue the tradition of allowing students to sign yearbooks, and we can only do so if students assume responsibility for being respectful of others' yearbooks. The best way to prevent a defaced yearbook is for students to carefully control who signs the book and not allow the book to be distributed randomly around the room. Disciplinary action will occur if anyone is discovered to have defaced another student's book. The ultimate responsibility for appropriate signing lies with the individual students. Help us avoid this problem by discussing these guidelines with students. **Please note that all library books must be returned to the library to be eligible to receive yearbooks and sign them.**

**Guidelines for Signing Yearbooks at Santan Jr. High**

The following guidelines are designed to inform students about what is appropriate in the signing of yearbooks distributed at the end of the school year:

1. Remember that others will read what you write, even parents.
2. Parents will be notified of consequences for defacing a yearbook, which could include replacement cost of a new yearbook (\$40), losing end-of-year activities, and being prohibited from participating in yearbook signing.
3. Write only things that you would want written in your yearbook.
4. Obscene comments or drawings are not appropriate.
5. Write in a normal size font to leave room for others' signatures.
6. Ask people to sign their last names so you will remember who they are over the years.

**IN ORDER FOR STUDENTS AT SJHS TO SIGN ANY YEARBOOK, AND TO RECEIVE THEIR YEARBOOK IF THEY ORDERED ONE, THIS SHEET MUST BE RETURNED WITH A STUDENT AND PARENT SIGNATURE.**

**PARENT SIGNATURE IS VERIFICATION THAT BOTH STUDENT AND PARENT HAVE READ AND UNDERSTAND THE ABOVE GUIDELINES.**

**PLEASE SIGN &  
RETURN THIS FORM**

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

3<sup>rd</sup> Period Teacher: \_\_\_\_\_

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

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