

Yearbook Contract

First & Last Name: _____

To preserve the memories of each year, designing and creating the yearbook is a big responsibility. SJHS Yearbook is a year-long class, and we are responsible for creating a meaningful product that the public will purchase. Students need to be committed, contributing members of the yearbook staff for the entire year. In general, students don't have much free time with school and extracurricular activities. As deadlines approach, though, it may be necessary to put in extra hours outside of the classroom in the form of work at home or at school. Also, students will be handling expensive equipment, so some form of responsibility and liability needs to be established to protect all involved.

Students, please review these expectations with your parents/guardians. Yearbook class is a year-long elective. By signing, you understand that there will be no schedule changes after the first week of school in July or when the new semester starts in January, due to the last half of the book being due in February and March. Students learn the required skills in the first quarter and apply them in the second and third quarters to create the 130+ page yearbook. This is followed by students completing the Extended Edition in the fourth quarter.

Parent initials/Student initials

_____/_____ 1. We understand that yearbook is not just a class, but also an extracurricular activity. As such, we accept that every student in the class will be expected to work after school and occasionally on weekends to complete assignments. This time will vary depending on the deadline and how much work students complete beforehand. We understand that students are encouraged to complete as much work as possible during the class period. We accept that it is the responsibility of the student to make sure that all assignments are completed and that if a student cannot stay after school hours because of another commitment, that child will **not** be excused from his or her yearbook responsibilities. Students are required to photograph a minimum of 2* after school events each quarter, such as athletic events, fine arts performances, and dances. (*If 2 events are available) If a student makes an SJHS sports team, arrangements will be made with that student so they can fulfill their required time. Requirements include but are not limited to: interviewing people, attending after-school and in-school events for coverage, writing articles/stories/captions, taking clear photos, designing page layouts, editing photos, and finishing the pages. If a situation makes attendance impossible, Ms. Johnson should be informed ASAP, and the time must be made up before school or during a lunch period to fulfill the required responsibility.

_____/_____ 2. We understand that there are many reasons for missing deadlines but that there can be no excuses. We understand that failing to complete deadlines may result in the school's yearbook being shipped late or the school being assessed heavy financial penalties. Producing the yearbook is a business, and financial obligations to the publishing company must be met. We therefore agree to meet every deadline. If we fail to meet a deadline for **any** reason, we will accept the consequences, including loss of significant points toward the student's grade, without complaint. We understand that all pages should be edited by the student at least two weeks before they are turned in at deadline for publishing. This window of time allows for proof-reading, editing, and ultimately, for revisions to be made. We understand that the pages go through many edits before the final page is approved, and that the editor has the final say on whether the page is complete or not.

_____/_____ 3. We understand that the actions of individual yearbook staff members reflect on the staff as a whole. Because of this, we agree to behave appropriately on and off-campus. Students are expected to act professionally when serving as a representative of the yearbook and Santan Junior High School. Students will act with the utmost integrity and treat people with kindness and respect. Students will represent the staff in a positive manner with their actions and words in order to uphold our quality reputation.

_____/_____/_____ 4. We understand that every student is an integral part of a team responsible for fair, unbiased, and accurate reporting of the events at SJHS. Students are accountable to the other members and the overall school for creating a yearbook that represents the ENTIRE school—all students & grade levels. High staff morale requires the commitment of each staff member to be dedicated to the team and our goals. We understand that collaborative teamwork is necessary for a successful publication. Students agree to work together as a team with their fellow staff members and with Ms. Johnson, the yearbook adviser. Students will work out any conflicts in a professional and businesslike manner. Students will also seek mediation from the adviser before the problem becomes out-of-hand.

_____/_____/_____ 5. We understand that manipulation of another staff member's work is completely prohibited. Students may not alter the layout, photos or articles/stories/captions of other staff members without their consent or the consent of Ms. Johnson. With that said, we understand that students may be required to assist with other pages, other than the ones they are originally assigned to, in order for the whole staff to meet the shipping deadline to the publishing plant. Students agree to complete any additional tasks that are assigned to them with a willing attitude and to always do these tasks to the best of their abilities.

_____/_____/_____ 6. We understand that students will be working with specialized equipment and supplies, and students will be held responsible for any damage due to negligence. We will read over and return the accompanying Digital Camera & Equipment Contract. Students will take good care of all equipment. If students sign a camera out for the day, they will follow the normal daily check out procedures. If students sign a camera out overnight, they will sign and return the camera checkout contract.

_____/_____/_____ 7. We understand the importance of attending class. Students will email Ms. Johnson, the yearbook adviser @ johnson.mj@cusd80.com to report any known absences in advance so that alternate plans can be made to meet deadlines. If it is an emergency, an email is expected before the next class period if at all possible.

_____/_____/_____ 8. While creating the yearbook is of the highest importance, second is marketing & distributing. Students agree to help market our books to the school and help organize the books for accurate distribution.

I, (print student name) _____, a student at Santan Jr. High and a member of the Yearbook staff, pledge to commit my time and effort to completing any and all assigned tasks. I agree to fully participate in all Yearbook Staff activities throughout the entire year to make this the best yearbook possible. As this is an actual class, if I am unable to effectively comply with the terms of this contract after signing it, I understand that my grade will represent my lack of success.

With our signatures below we acknowledge that we understand the outlined responsibilities and expectations:

_____/_____/_____	/ / 2023
Student's signature	Date
_____/_____/_____	/ / 2023
Parent's signature	Date