

Staff Contract

To create the best working relationship between all those involved, it is important that we all agree on a given set of consistent expectations from the beginning. Please consider the following expectations, initial each of those to which you agree, and sign in the appropriate place.

Parent/Guardian

- [] I grant my permission for my child to leave campus on journalism-related errands relieving the school and the adviser of all responsibility.
- [] I grant my permission for my child to drive off-campus on journalism-related errands relieving the school and the adviser of all responsibility.
- [] I understand that my child will need to devote time outside of class to the completion of assigned tasks.
- [] I understand that my child will be working with specialized equipment and supplies and will be held responsible for any damage and/or waste due to negligence.
- [] I understand that if my child is going to be absent that he/she needs to notify the yearbook adviser prior to his/or class period.
- [] I understand that my child will be responsible for assisting with financial aspects of the publication including book and advertising sales and that it will be a part of the evaluation criteria.

PARENT/GUARDIAN SIGNATURE

Student

- [] I understand that I may be asked to leave campus on staff-related assignments and pledge to behave responsibly reflecting the best of myself, the staff and school.
- [] I understand that should I be asked to drive off-campus I am to drive responsibly realizing the consequences of inappropriate behavior.
- [] I have been made fully aware that I may be asked to devote outside time in order to complete assigned tasks for deadline time. I commit myself to making those times available when necessary.
- [] I understand the importance of the publications' equipment and supplies and pledge to treat them with respect. Should I neglect and/or abuse the materials, I will repair or replace them.
- [] I understand the importance of my being in class. For whatever reason, when absent, I will call the yearbook adviser to report my absence so alternate plans can be made to meet deadlines.
- [] I understand that I may be asked to help with the financial commitment of the publications including advertising and yearbook sales and other fundraisers.

STUDENT SIGNATURE