

Prowl Yearbook Staff
Contract and Requirements
To: Prowl Staff Members and Parents

Being on the publication's staff is no different from any other curricular, co-curricular activity or sport. Students must work hard to achieve their goal, a yearbook to be enjoyed by approximately 3000 members of the Coronado Family and the unlimited citizens in the surrounding community. Prowl staff members are responsible for creating and selling a quality product. The following contract explains the responsibility and commitment needed to be a member of the Prowl Staff. *This contract is kept on file for the length of time the student is a member of the Prowl Staff.*

Yearbook Contract

1. Employment is not an acceptable excuse for missing any work session before or after school and if necessary, Saturdays. While work sessions are kept to a minimum, production of a quality publication takes many hours outside of class. Deadlines and work sessions are announced in advanced when possible. Any staff member employed outside of school is responsible to work out a schedule with her/her employer that will not interfere with yearbook responsibilities. Working on the yearbook is a real job experience. The student's pay is work experience.
 2. A student will not be kept from performing in another school activity (sports, student council, theatre, etc.) except in rare circumstances, such as failure to complete an assignment or missing a deadline. However, it may be necessary to ask a staff member to miss a practice session for another school activity in order to complete work or meet a deadline for the yearbook. Missing a deadline can cost the yearbook staff money or cause the yearbook to arrive after students have left for summer vacation.
 3. Meeting deadline is important. Failure of one staff member to meet one deadline can keep other staff members from completing their deadline.
 - The first deadline missed will result in a zero and a call to the staff member's parent/guardian. If an editor misses a deadline, they will lose their position. If the editor fails to keep up with his/her section's assignments, he/she could lose their position.
 - The second time deadline is missed will result in a zero and removal from staff member's position.
 - The third deadline missed will result in a failing grade and a required parent conference.
 - The fourth deadline missed will result in a failing grade and removal from the staff.
- The best way to make deadline is to start working immediately. Meeting a deadline includes turning in **quality work** on or before the due date. This means layouts, lists, polls, stories, receipts, money, copy, photographs, designs, and reports, basically anything that directly relates to the production of the yearbook. Staff members have ample time to complete assignments. If a student is given an assignment at the last minute, it is usually due to someone else not completing his or her work. Deadline allowances are made in those circumstances.
4. Team work makes a fantastic yearbook. Unless excused by the adviser, the staff member must work on the yearbook during specified yearbook time, including class time and after hour sessions. Even if the staff member has completed his or her assignment, someone else may need help. Individuals are expected to help others when they can. Staff members need to work on all aspects of the book. Students doing homework during class time, or other non yearbook activities will receive a detention ranging from one half hour for the first offense to one and a half hours for the third offense. After three detentions, the student is removed from the yearbook staff.
 5. Doctor and or dentist appointments should not be made to conflict with deadlines. This should be true to any appointment. A schedule of major deadlines is available to the staff member at all times. It is the student's responsibility to communicate with parents important deadlines so parents will be aware of times students should not miss schools due to appointments or travel. I suggest creating a family calendar so you are all aware of upcoming deadlines and so your child does not volunteer to photograph an event on a day you have committed him/her to something else.
 6. If it is necessary for a staff member to be absent, it is that staff member's responsibility to be sure that all needed material reaches the publication room. Any missing material or late assignments slows down the work of the entire staff. The yearbook room has a phone, and the student is responsible for calling the adviser and or other staff members when they are going to be absent and work is due. The phone number is 799-6800 ext. 4076.
 7. Non-school activities, like employment and youth groups are not accepted as an excuse for not completing work or missing a work session. It is the staff member's responsibility to work out their schedules.
 8. The publication room is open from 6:40 to 2:30 daily. Students may come in before school, after school, and during lunch to work on assignments. If students fail to meet their assigned responsibilities, mandatory Saturday work sessions become necessary. In addition, if a student needs additional computer time, they are responsible for notifying the adviser as soon as possible to make arrangements for additional time. If a staff member assigned to work in the room after school needs to attend another meeting, they must first check in with Mrs. Thompson. This includes sports practices. The student is still responsible for the after school work. The adviser reserves the right to leave before 2:30 if no staff members are working in the room.
 9. The staff is currently working on a manual that encompasses all the information, rules, and policies to create an outstanding yearbook. It is the student's responsibility to know the information contained in it. Additionally, the staff member is responsible for obtaining the correct signatures for all forms and returned by the deadlines. Failure to turn in forms could result in students not be allowed to participate in numerous activities in and outside of school.
 10. On occasion, staff members are required (or may volunteer) to cover events, or complete tasks fulfilling yearbook or photography responsibilities after school hours or off the school grounds. It is the responsibility of the staff member and his/her parent's/guardians to

provide transportation. This includes the responsibility of selecting a licensed driver with insurance. By signing this contract, the parent/guardian and student agree not to hold Nancy Thompson, or Clark County School District and its employees responsible for any accidents or injuries.

11. Staff members are responsible for the appearance and organization of the publication's room. Students leaving material out will have that material confiscated, and will have points deducted from his/her grade. Students leaving the room a mess or their workstation dirty will have points deducted and be assigned an after school detention which may include cleaning the room.

12. An important part of the publication staff is the financial responsibility of publishing a yearbook. The student agrees to be financially responsible for any money, merchandise, equipment or materials in their possession. This includes money from book sales, advertising and fundraising. Students are responsible for computer equipment and cameras in their possession and will be held accountable if lost, stolen, or misused in a way.

It is stealing to sell school merchandise or yearbook advertising and keep the money. It is misuse of school equipment to take personal photos with school cameras or film. It is destruction of school property to destroy or deface any photo taken for the yearbook, a class assignment or school cameras and supplies.

If a problem should occur, and remain unresolved after a reasonable amount of time, the student will be turned over to school authorities and/or Las Vegas Police Department for disciplinary actions as well as removed from the staff.

13. While students are covering events, researching, obtaining materials or completing yearbook assignments in class and out of class, they are representing the Prowl Yearbook and Coronado High School. Much of the work is done independently of the adviser/teacher or out of her presence. Students are trained in proper procedures and policies for behavior and for the safety and well being of themselves and others. By signing this contract, the student agrees to learn and follow these policies and procedures while working on yearbook assignments. By signing this contract, the parent/guardian and student agree not to hold Nancy Thompson, or Clark County District and its employees responsible for problems that occur in or outside of the adviser's presence when students are engaged in activities that do not follow the Prowl, Coronado High School or CCSD guidelines and policies.

14. Students are instructed in procedures that promote the safety and well being of all staff members. These include proper procedures for computer use and staff organization. By signing this agreement, both parents and students agree that it is the student's responsibility to learn and follow those procedures and rules as outlined in the course expectations, this contract, staff manual, in-class lectures and practices. It is the responsibility of the staff member to follow proper procedures in the classroom and computer room. By signing this contract, the parent/guardian and student agree not to hold Nancy Thompson, or Clark County District and its employees responsible for any accident or injuries due to irresponsible actions by students.

15. Any student who intentionally includes a word, phrase, picture or any item in the yearbook that could be deemed harmful or slanderous to a student, teacher or administrator will immediately receive a dean's referral. Additionally, that student will be removed from the yearbook staff.

16. Yearbook editors and staff members are given more freedom than in most other classes. Students are not to use journalistic duties as an excuse for playing around outside of class, leaving the building or disturbing other classes. The first time a student takes advantage of this freedom to leave class to cover assignments and do other work for the yearbook, he/she will lose this privilege and be required to obtain information and photos on his/her own time. If there is a second occurrence, that student will be removed from the yearbook staff.

A signature on this document indicates that both the parent and student have reviewed and agree with this contract and course expectations. Welcome aboard! To keep order and sanity, these rules are strictly enforced. With our fantastic staff, we should have a great year and an amazing yearbook.

Print Student Name

Student Signature

Parent/ Guardian Signature

Date

If you have any questions, please feel free to call Nancy Thompson at Coronado, 799-6800 ext. 4076 from 7:00 am -2:30 pm.