

# 2012 Yearbook Staff Contract

parent

\_\_\_\_\_Parent \* I understand that my student will need to devote time outside of class to the completion of assigned tasks and that the ability to meet deadlines at the highest level possible is an essential part of the student's grade.

\_\_\_\_\_Parent \* I understand that my student will be working with specialized equipment and supplies and will be held responsible for any damage and/or waste due to negligence. Also, equipment must be returned at the earliest possible time to assist others in doing their work.

\_\_\_\_\_Parent \* I understand that my student will be expected to maintain journalistic integrity at all times. To strive for accuracy in all work, to report in an inclusive manner, and to assure that all published material does no harm. I and my student are expected to be familiar with the school's publication policy as published on the RHS web site.

\_\_\_\_\_Parent \* I understand that if my student is going to be absent that he/she needs to call the journalism room or e-mail the adviser prior to his/or class period. In addition, it is the student's responsibility whenever possible to assure that any work they will miss is covered by another staffer (i.e. a photo assignment).

\_\_\_\_\_Parent \* I grant my student permission for my student to leave campus on journalism-related errands relieving the school and the adviser of all responsibility.

\_\_\_\_\_Parent \* I grant my student permission for my student to drive off-campus on journalism- related errands relieving the school and the adviser of all responsibility.

\_\_\_\_\_Parent \* I understand that my student may be removed from the class for abusing any publications related privileges. I also understand that commitment to the class is for the full year, and that transfer earlier may result in two semester grades changing to No Credit.

\_\_\_\_\_Staffer \* 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 and understand that the ability to meet deadlines at the highest level possible is an essential part of my grade.

\_\_\_\_\_Staffer \* 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. Also, equipment must be returned at the earliest possible time to assist others in doing their work.

\_\_\_\_\_Staffer \* I understand that I will be expected to maintain journalistic integrity at all times. I will strive for accuracy in all work, to report in an inclusive manner, and to assure that all published material does no harm. I am expected to be familiar with the school's publication policy as published on the RHS web site.

\_\_\_\_\_Staffer \* I understand that if I am going to be absent that I need to call the journalism room or e-mail the adviser prior to the class period. In addition, it is my responsibility whenever possible to assure that any work they will miss is covered by another staffer (i.e. a photo assignment).

\_\_\_\_\_Staffer \* I recognize my responsibility to operate in full integrity if given permission to leave campus on journalism-related errands relieving the school and the adviser of all responsibility.

\_\_\_\_\_Staffer \* I understand that I may be removed from the class for abusing any publications related privileges. I also understand that commitment to the class is for the full year, and that transfer earlier may result in two semester grades changing to No Credit.

\* Please read and initial the adviser job description on the back

\_\_\_\_\_  
Staffer's Signature

\_\_\_\_\_  
Parent's Signature

**As adviser,** I understand that a staff member has other obligations and responsibilities. Therefore, I will work individually with each staff member to make sure that he/she fully understands the commitment that is being made prior to assuming a responsibility. I want an open line of communication between staffers, editors, parents and me. My conference time will be 7:15 AM Monday through Friday, but other times convenient for parents will be willingly made by appointment. We want what's best for everyone involved. The journalism department can be reached by calling 632-7498. You can reach me at [CNichols@Rocklin.k12.ca.us](mailto:CNichols@Rocklin.k12.ca.us), an address that is checked throughout the day

Sincerely,  
*Casey Nichols*

staffer