

Hellgate High School Halberd Yearbook

Yearbook Staff Rules and Responsibilities

Because I am part of the Hellgate High School Halberd yearbook staff, I understand and agree to the following:

- _____ I understand and accept that in order to meet deadlines, I need to come to class as much as possible.
- _____ I am responsible for doing all of the duties related to successfully completing the yearbook, such as attending after school activities, taking photographs, writing copy, creating layouts, interviewing people, and any other task necessary for creating and publishing the yearbook on time.
- _____ I will complete any additional tasks that the student leaders or Ms. Coffman assign to me, without complaining. I will always do these tasks to the best of my ability.
- _____ I will put 100% effort into my assignments, knowing my work is crucial to the success of the book.
- _____ I will take good care of any equipment I use. I will sign out a digital camera from Ms. Coffman if I need to use one. I will use and return the yearbook staff passes to get into events, if needed. If the digital camera or any other piece of equipment (such as a school computer) should be damaged beyond repair/use while signed out to me, then I will be responsible for the damaged item(s).
- _____ I agree to keep the workroom clean and leave it as I found it.
- _____ I acknowledge the trust and comparative freedom given to me as a member of the Halberd staff. Whenever I am conducting yearbook business, I will behave with the utmost integrity and treat people with kindness and respect; failure to do so could result in failure of the course and further disciplinary action.
- _____ I understand that I am an integral part of a team responsible for fair, unbiased, and accurate reporting of the events Hellgate High School. I am accountable to our entire school and community for creating a yearbook that represents the ENTIRE school—all students and grade levels.
- _____ We produce an exclusive publication; therefore, I agree not to divulge anything going into the yearbook including, but not limited to, copy, photos, captions, cover, or theme.
- _____ I understand that manipulation of another staff member's work is completely prohibited. I may not alter the layout, photos or articles of another staff member without their consent or the consent of Ms. Coffman. Deliberate sabotage of yearbook materials will likely result in failure of the course and further disciplinary action.
- _____ I understand that participating in this elective class is a chance to practice and build my leadership, creativity, teamwork, and problem solving skills. It is an opportunity and a privilege.

I, _____, a student at Hellgate High School and a member of the 2022-2023 Hellgate Halberd 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 to make this the best yearbook possible.

With my signature below I acknowledge that I understand the outlined responsibilities and expectations.

Student's signature

Date

Parent's signature

Date