

2022-23 Charlotte High Yearbook Staff Contract

Please consider the following expectations, sign and return by Monday, August 22nd

Staff member/parent/adviser agreement:

To create the best working relationship, it is important that we all agree on expectations.

Adviser: As adviser, I understand that staff members have other obligations and responsibilities. Therefore, I will work with each staff member to make sure he/she fully understands the commitment that is being made prior to assuming a responsibility. I want an open line of communication between staff members, editors, parents and myself.

Adviser: Emilie Zusman

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Remind: @af68eaccec

Staff member: I will always use my class time appropriately to focus on my yearbook assignments. I know that leaving class is a privilege that may be taken away if misused.

Staff member: I have been made fully aware that I will be asked to devote time outside of class in order to complete assigned tasks. This will include attending at least two (2) events outside of school hours each month, as well as possible work outside of school hours for each quarter's deadline. I commit myself to being available during those times.

Staff member: I understand the importance of the publication's equipment and supplies, and pledge to treat them with respect. Should I neglect and/or abuse the materials, I will repair or replace them. **The Charlotte High Yearbook cameras will cost approximately \$500 to replace if they are lost, stolen, or damaged.**

Staff member: I understand that I will be required to help push the financial commitment of the publication including yearbook sales and ad sales.

Staff member: All yearbook related content and activities will be subject to CCPS Student Code of Conduct.

Name _____ Signature _____

Parent: I understand that my child will need to devote time outside of class to the completion of assigned tasks for the yearbook. This will include attending at least two (2) events outside of school hours each month, as well as work outside school hours for each quarter's deadline.

Parent: I understand that my child will be working with specialized equipment and supplies and I will be held responsible for any damage due to my child's negligence. **The Charlotte High Yearbook cameras will cost approximately \$500 to replace if they are lost, stolen, or damaged.**

Parent: I understand that my child will be responsible for assisting with financial / business aspects of the publication including book sales and ad sales. *Sales are not grade related.

Parent: I understand that my child will receive a failing grade for any quarter in which he/she misses a final deadline.

Parent Signature: _____

Thank you for your cooperation in making our yearbook and our year together a success!