



Building Better
Prepared Students

BBHS Yearbook Contract

The purpose of our yearbook is to be a record of the school year, to provide a sense of pride among students and staff, to serve as a community awareness tool, and to serve as a public relations tool.

****** STUDENT MUST HAVE COMPLETED AND PASSED BBHS'S DESKTOP PUBLISHING AND GRAPHIC DESIGN CLASS**

Description and Aims of the Course

Yearbook is a challenging course in which students have the unique opportunity to write a book, prepare a publication for printing, run a business, and record history. This course is designed to provide students the opportunity to work with advanced technology, strengthen their analytical and problem-solving skills, improve their communication skills, and manage **tremendous** responsibility.

Students will plan and apply proper journalistic skills to publish a yearbook for Broken Bow High School. All students in this course spend a great deal of time on independent study. Students must be **passionate** about yearbook in order for them to be able to do a good job and to endure all the hardships that yearbook production entails. They need to be **committed, dependable, self-motivated, ethical, discreet, and careful**. They must be able to **cooperate** with each other in an unbiased and unprejudiced manner. They must be able to treat and view the administration, faculty, staff, and student body in an unbiased manner. A great deal of information must be covered in a short period of time.

Yearbook Staff Contract Student & Parent Agreement

Being a “yearbookie” means added responsibilities, as described below. By signing up to be a staff member, you have agreed to these responsibilities. You are required to discuss these responsibilities with your parent(s).

- I agree to complete my assigned work well and on time.
- I understand that when I am expected to work independently or cooperatively, I will do so without having to be repeatedly told to stay on task.
- I understand it may be necessary to work on pages after school to meet deadlines.
- I understand I may be assigned to help others with their work in order to meet deadlines.
- I agree never to take advantage of my position on staff for personal gain (sabotage people, names, pictures, pages...ditching class, etc).
- I am willing to cover events that take place outside of school, on my own time, even if the event was not my top pick.
- I am able to get transportation for selling ads and covering events outside school, on my time.
- If I borrow a yearbook camera, I will be physically and financially responsible for it and any damage that may occur while in my possession. Should I neglect and/or abuse the materials, I understand that I will be responsible for repairing or replacing them.
- 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 Mrs. Billington.
- I understand that each staff member is responsible for the photography and editing of all text on their spread.
- **Guardian:** I grant permission for my child to leave campus on yearbook related errands, relieving the school and the advisor of all responsibility.
- **Guardian:** I grant permission for my child to drive off campus on yearbook related errands, relieving the school and the advisor of all responsibility.

****If you fail to comply with ANY of the above rules, you will be warned, your parent will be contacted and if the problem continues, you will be dropped and will receive an ‘F’ for the class. NO EXCUSES!**

With my signature and my parent(s) below, I acknowledge that I/We understand the outlined responsibilities and expectations:

Student's Printed Name

Parent(s) Printed Name

Student's Signature

Parent(s) Signature

Student's Cell #

Parent(s) Cell #

Student's e-mail

Parent(s) e-mail