

Staff responsibilities

All staff members are expected to:

1. Attend all meetings.
2. Meet all deadlines.
3. Complete all work correctly, thoroughly and as creatively as possible.
4. Be willing to rewrite or redo to improve quality.
5. Demonstrate ability to accept responsibility and handle freedom.
6. Contribute ideas and suggestions that will improve yearbook quality.
7. Exhibit behavior that contributes in a positive way to staff morale and effective work patterns.
8. Show strong commitment to excellence of entire yearbook and staff.
9. Show strong commitment to principles of responsible, ethical journalism.
10. Respect the ideas, work and space of others.

Work area rules

1. Store work in progress and tools or supplies in the appropriate areas. Do not leave material out when you finish work for the day.
2. Clean and straighten the workspace before you leave.
3. Play music only during work sessions (not meetings) and at a reasonable level.
4. Use the yearbook telephone only for yearbook business or to call your parents. This rule applies to your cell phone during yearbook work time.
5. Use the yearbook area for yearbook work, not socializing. Only yearbook staff members should be in the work area.
6. Consume food and drink in the work area only during non-class times.
7. Consider class time to be regulation school time; bells are observed, attendance is taken, rules about not leaving class without permission are followed.
8. Always sign out, giving time and destination, when you leave the yearbook area during class time; sign in when you return.
9. Do not use the yearbook area as a place to get away from your other classes; do not ask for a pass to leave another class using yearbook as an excuse.
10. Use the adviser's office and supplies only with permission.

Policies about yearbook materials

1. Do not show yearbook photos to non-staff members.
2. Do not search through digital files; only photographers should have access to them. Only work with the images assigned to the spread you are working on.
3. Always follow correct procedures for computer use; see the notices posted next to the computers.
4. Do not take yearbook materials from the yearbook area unless it is absolutely necessary.
5. When you quit work, always label clearly, store carefully or save any material you are in the middle of working on.