TJHSST YEARBOOK STAFF MANUAL

Staff Contract

TJHSST Yearbook Mission Statement:

Techniques is first and foremost an accurate, historical record of the events of the year. We strive to treat student organizations, athletics, and academics fairly and equitably, and to cover as many students as possible in our 308 pages.

Staff Membership Requirements:

All Staff Members will:

- Practice ethical and responsible journalism as highlighted in the TJHSST Journalism Code of Ethics. Fabricating quotations and/or plagiarism will result in automatic dismissal from staff as well as an academic integrity referral.
- Take and apply y constructive criticism, understanding that part of the production process is revision.
- Attend monthly late work nights, unless your entire team has completed all spread work in advance.
- Help team members complete deadlines, even if it is not your specific assignment.
- Spend time outside of school, 8th period and late work nights to conduct interviews and/or take photographs.
- Take care of journalism equipment and supplies. If any equipment is damaged or broken, while they are in your care, you will repair or replace them.
- Notify EIC's, team leaders, and adviser when you are going to be absent from class, team meetings, or late work nights.
- Notify EIC's, team leaders and/or adviser if you are behind in your work so that a game plan for completion can be established.
- Participate in the business-side of journalism by selling advertisements and promoting book sales.
- Write copy, captions and headlines, conduct interviews, and take pictures.
- Serve as a functional member of my team, meeting mini-deadlines and deadlines, and helping team and/or staff members in need.
- Work towards staff goals as decided each year by the editorial board.
- Understand the staff hierarchy and that they will be working in a professional manner under peer leaders.
- Understand that work is never done, it's just due.

Eighth Period Students:

In addition to meeting the staff requirements above, 8th period staff must meet the

following requirements:

New staff members must attend **each** of the following 8th period training sessions:

1. Yearbook Basics
2. Interviewing
3. Caption Writing
4. Copy Writing
5. Photography

Failure to complete all five training sessions will render the student ineligible from staff participation.

Once you are fully trained, you must commit to attending 8th period 2-3 times per week for the entire year, which includes a mandatory weekly team meeting.

Parents of Staff Members

Are aware that participation on the yearbook staff is a year-long commitment that will require time outside of the classroom.

Understand that grades for enrolled Photojournalism students are based not only on mastery of skills, but also on students' willingness to revise for publication. In yearbook, work is never done, it's just due.

Consequences

Students enrolled in Photojournalism:

Actions taken when students fail to comply with staff requirements will follow these steps:

1. *First infraction*: meeting with team leader and adviser to discuss options and devise a strategy for overcoming difficulties.
2. *Second infraction*: adviser will make contact with student's counselor and parents to discuss issues and strategize a solution.
3. *Third infraction*: noncompliance with requirements beyond the second infraction will result in a grade reduction of one degree per infraction (A to A-, A- to B+, etc...).

Eighth Period Staff members:

1. Failure to complete all five training sessions will render the student ineligible from staff participation.
2. *First infraction*: meeting with team leader and adviser to discuss options and devise a strategy for overcoming difficulties.
3. *Second infraction*: staff member will be put on probation. This will require them to attend 4-5 eighth period meetings and/or lunch blocks in order to catch up.
4. *Third infraction*: student will be dismissed from staff.