TJHSST YEARBOOK STAFF MANUAL

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STAFF JOB DESCRIPTION
In this section, expectations for staff members will be clearly explained. Expectations will cover what is expected of student work and work ethic, including expectations for work time outside of the regular school day.

EDITORIAL BOARD JOB DESCRIPTIONS
In this section, expectations and roles for editorial board members will be clearly explained. This document will be set up as a series of "I will..." statements, much like the adviser job description. However, it will also include a section of adviser expectations for members of the editorial board.

ADVISER JOB DESCRIPTION
In this section, students will find a series of "I will/will not..." statements that define the adviser's role on staff.

CHECKLISTS
In this section, students will find copies of the reporter's and photographer's checklists. These lists will also be available online for download and printing, but can also be dowloaded as JPEGs for quick reference on a smartphone. (I'd love to be able to create an app or use an app for this.)

STYLE GUIDE
This section will contain all of the *Techniques* stylistic conventions for 2014, including copy formats, design conventions, font choices and sizes, etc... Members of the editorial board should also create character and paragraph styles on the 2014 template, but this hard copy of the style guide can also be used as a back-up.

SPREAD PLANNER
In this section, students will find a hard copy of the TJHSST spread planner. The planner will also be available on the yearbook share for download and printing, but once the spread planner is approved by a team leader, staffers will be required to post their planners on Trello for quick access by editorial board members and advisers.

TRAVELING TO WORKSHOPS AND CONVENTIONS
In this section, students will find information about attending national conventions, including cost, pre-requisites for attendance (making deadlines on time, turning in work that meets staff standards, etc...), and behavior, as well as consequences for breaking convention rules.

PUBLICATION POLICY
In this section, staffers will find the *Techniques* publication policy, created by the members of the editorial board. Additionally, staffers will find the series of questions that led to this policy. Both can be found on the school website.

PUBLIC PERCEPTION/SOCIAL MEDIA
This section will include an FAQ with answers that staffers can used when asked questions about yearbook by the school community. Questions will cover topics such as inclusion of spring sports, senior portrait policies, order information, etc... This section also contains an acceptable use policy for students as they post as TJHSST Yearbook on either Facebook or Twitter. Students will be reminded that anything they say about yearbook or do in the name of yearbook outside of room 107 could potentially damage sales and/or recruitment, so all complaints need to stay in room 107!

STAFF CONTRACT
This will be the last page of the staff manual. Students and parents will need to sign and date the contract, and return it to the adviser. Breach of contract will result in the listed consequences.