

Mendocino High School Desktop Publishing
Parent/Student Contract

| Behavioral Expectations |

1. **Have a mature, responsible attitude:** Be in yearbook because you want to be...not because you have to be. Be open to all styles of art from abstract to realistic. Accept your teacher's knowledge, experience, and authority. It's perfectly okay to have a difference of opinion; but please discuss it privately with your teacher. Communication with your teacher is of utmost importance. If there is ever a question with grading, expectations or assignments, make communication the priority. An open and flexible attitude topped off with a little patience will help you succeed in this class.
2. **Arrive on time and be prepared and ready to work:** Daily participation points are earned for attending class, being on time, and staying on task. Assisting with setup and cleanup, language, and attitude towards the teacher (and peers) are also part of participation points. Make good choices about what you are doing and whom you are working with in the class. Points will be subtracted if you are late to class, if you are not working or if you are disrupting the class with your behavior. You must support the successful learning of yourself and those around you.
3. **Be responsible for your grade, which is based on a total point system:** Grades include a collection of assessments listed earlier in the syllabus. **Effort is very important.** Your process is often more important than your product. A printed grade report will be issued regularly to inform students and parents of current grade status.
4. **Treat each other, your teacher and the school's and other students' property with respect:** Please show respect for yourself, your classmates, your teacher and substitute teachers, your classroom, supplies, tools and machinery.
5. **Electronics will be kept under control:** Please keep cell phones, iDevices, handheld gaming devices, and laptops away from our work environment.
6. **Community:** Realize that as an MHS Yearbook student, you are representing the school in all of your coverage interactions such as interviews, sports and social events, etc.

| Overall Expectations |

Parent initials/student initials

_____ 1. We understand that yearbook is not just a class, but also an extracurricular activity. As such, we accept that every student in the class will be expected to work after school and occasionally on weekends to complete assignments. We accept that it is the responsibility of the student to make sure that all assignments are completed and that if a student cannot stay after school hours, because of another commitment, that child will not be excused from his or her yearbook responsibilities.

_____ 2. We understand that there are many reasons for missing deadlines but that there can be no excuses. We understand that failing to complete deadlines may result in the school's yearbook being shipped late or the school being assessed heavy financial penalties. We therefore agree to meet every deadline. If we fail to meet a deadline for **any** reason, we will accept the consequences without complaint.

_____ 3. We agree that a student who fails to meet his/her responsibilities will become a burden to other members of the staff. Therefore, the parent and student, by signing this, agree that if a student misses more than three mini-deadlines in the course of the semester, the student will be asked to leave the yearbook staff. The parent agrees to contact the school guidance office and request that the child be removed from yearbook. We understand that if a child is dropped from the staff, the child will receive an "F" for the semester. **As stated in the Student Handbook, if a student has more than 5 unexcused absences the teacher could issue a failing grade.**

_____ 4. We understand that yearbook students may receive group grades. We accept that as part of the group, a student may receive a higher or lower grade than he/she may have been able to earn had he/she been graded individually. We understand that for the purposes of accountability and teamwork, group grading is the most effective way of evaluating students.

_____ 5. We have reviewed the grading guidelines and understand how each deadline will be evaluated. We have read and discussed all the points listed above and agree to abide by them:

Parent Signature

Student Signature

Date: _____

Date: _____

Waiver to drive/ride/walk off-campus

From time to time, it is necessary for students to use a personal vehicle to run specific errands for yearbook purposes. These activities include, but are not limited to, selling ads, repairing equipment, taking photographs, and/or communicating with other members of the community. By signing this waiver, you agree to the terms listed by the choice you make below.

Please choose one of the following and sign:

_____ **Yes**, I give permission for my son/daughter to drive or ride in a vehicle for the purposes described above. Furthermore, I release the school, yearbook adviser, and/or district personnel from any liability that may occur while my student is involved in such activities.

_____ **No**, I do not give permission for my son/daughter to drive or ride in a vehicle for the purposes described above. Please do not allow my student to do any of the above errands, involving a vehicle, for yearbook purposes. I understand that my student will need to sell ads before or after school in order to still meet his/her selling goal.

Parent Signature

Parent's Printed Name

Student Name

Date