

ATASCADERO MIDDLE SCHOOL YEARBOOK TEAM CONTRACT

2026–2027 School Year

Teacher: Mrs. Smart | Email: noellesmart@atasusd.org

💙 Welcome to the AMS Yearbook Team! I am so glad you are here! 💙

Yearbook is more than designing pages and taking pictures—we are creating a time capsule of the AMS school year and telling the story of our school and the people who make it special.

Being on Yearbook is a privilege and a commitment; you don't have to be perfect or know everything, but you do need to be willing to learn, contribute, meet deadlines, communicate, and treat others with kindness and respect.

Our goal is simple:

Create something amazing while making AMS a kinder, more connected place.

WHAT IT MEANS TO BE ON YEARBOOK

1. BE A TEAM PLAYER

Every job matters, from taking photos and writing stories to designing pages, selling books, organizing files, interviewing students, and helping with distribution. We all pitch in.

I will:

- Be willing to help..
 - Contribute to class projects and team goals.
 - Encourage others and celebrate their ideas.
 - Give helpful, respectful feedback.
 - Be willing to try new things.
 - Remember that we are all learning.
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2. BE KIND, RESPECTFUL, & INCLUSIVE

Yearbook gives us access to people's stories, pictures, and experiences. Our Yearbook should make people feel seen, included, and celebrated.

I will:

- Treat classmates, teachers, staff, and visitors with kindness and respect.
 - Never intentionally embarrass, exclude, or make fun of someone through Yearbook content.
 - No inappropriate language, jokes, captions, or images.
 - Respect personal boundaries when taking photographs or conducting interviews.
 - Speak up or get an adult when I see bullying, harassment, or behavior that makes someone feel unsafe.
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3. BE RESPONSIBLE

Yearbook has real deadlines. Once a page, photo, story, or assignment is assigned to you, the whole team is counting on you. If something goes wrong, tell me. Problems are much easier to solve when we know about them early!

I will:

- Come to class prepared and ready to work.
 - Stay on task and use class time wisely.
 - Meet deadlines or communicate with Mrs. Smart before the deadline if I need help.
 - Ask questions when I am confused.
 - Take responsibility for my assignments instead of waiting for someone else to fix them.
 - Keep track of my responsibilities and follow through.
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4. BE A GOOD PHOTOGRAPHER & JOURNALIST

We are documenting real people and real moments at AMS. Our job is to help tell the story of our entire AMS community.

I will:

- Ask permission when appropriate before taking close-up or individual photos.
- Take photos that are respectful.
- Check names and facts carefully before submitting files.
- Respect students who do not want to be photographed.
- Make an effort to include a wide variety of students, activities, classes, and experiences.
- **Keep unpublished Yearbook information confidential.**
- Never share student information or photographs.

5. BE CREATIVE & TAKE RISKS

Yearbook is a creative class!

I want you to bring your ideas, personality, humor, artistic style, and creativity to our book! You are allowed to make mistakes here and you are expected to learn from them.

I will:

- Share ideas even when they are not fully developed.
 - Be open to feedback and revisions.
 - Try new design techniques and creative approaches.
 - Give credit when I use someone else's ideas, work, or resources.
 - Understand that professional-quality work often takes several attempts.
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OUR CLASSROOM EXPECTATIONS

Attendance & Participation

Your presence matters because Yearbook is collaborative. A lot of Yearbook photography assignments will happen outside the regular school day. These will be announced and assigned as far in advance as possible.

You are expected to:

- Attend class regularly.
- Participate in Yearbook activities, fundraisers, and projects.
- Complete assignments even when you are absent, or make a plan..
- Communicate with Mrs. Smart about planned absences or other commitments that may affect your Yearbook responsibilities.

Grades & Responsibilities

Your Yearbook grade will reflect more than the final product. It will also reflect your:

- Participation & Effort
- Responsibility & Professionalism
- Teamwork
- Meeting deadlines
- Creativity & Quality of work
- Ability to accept and use feedback

WHAT HAPPENS IF SOMETHING GOES WRONG? Things will go wrong. Deadlines will be missed. Pages will need to be redesigned. Someone will forget to take a photo. That is part of

Yearbook. My expectation is that you communicate, take responsibility, and help us find a solution.

If a student repeatedly does not participate, misses responsibilities, treats others disrespectfully, or does not follow school expectations, we will have a conversation with the student and, when appropriate, their parent/guardian. Depending on the situation and whether concerns continue, a student's participation in Yearbook may be reconsidered.

The purpose of this process is to protect the team and create a classroom where everyone can learn and do their best work.

A NOTE TO FAMILIES

Thank you for supporting your student as a member of the AMS Yearbook Team! Yearbook is a unique class where students have the opportunity to create something that represents our entire school community while learning photography, writing, interviewing, graphic design, communication, teamwork, project management, and problem-solving along the way. There will be deadlines, busy weeks, creative challenges, and occasionally some chaos. 😊 That's all part of making a Yearbook!

Your student's success will depend on their ability to communicate, manage responsibilities, work well with others, and follow through on their commitments. **Please encourage your student to come to me when they are confused, overwhelmed, or unsure of what to do—I want them to learn how to advocate for themselves, solve problems, and keep moving forward.** Most importantly, thank you for helping us create a Yearbook that reflects ALL of AMS.. I can't wait to see what this team creates!

💙 Mrs. Smart

Student Name (Printed)

Student Signature

Date

Parent Name (Printed)

Parent Signature

Date

I am willing to help the Yearbook class throughout the year:

- ☐ Donations for parties (food, drinks, candy)
- ☐ Prizes or supplies
- ☐ Fundraiser support

- ☐ Chaperone Yearbook events or Field trips
- ☐ End of Year Distribution (in May)

Parent Email

Parent Phone Number