Teacher Evaluation for West High Yearbook

Producing a yearbook that represents West High School is a phenomenal responsibility. My goal is to select only those students who will work hard to be diligent in their duty to put together a clean, accurate, and representative chronicle that student and staff can be proud of. I thank you for your time in helping me choose a reliable and competent yearbook staff. ***Your evaluation of these students will remain private.*** **Please return responses by December 6th for 8th grade teachers, OR by January 30th for 9th-11th grade teachers to my box OR email me the responses at cbarahona@tusd.net Thanks! –Ms. Garcia**

STUDENTS: You need **TWO** evaluations from teachers of your choice by the deadline. One must be from either an **English** or **History** teacher. The teachers will turn the evaluations in to my mailbox.

Student Name: _____ **Teacher Name/Class: _____**

Please rate this student in each category with a 1-5, 1 being the worst, and 5 being the best.

Leadership Qualities: _____

Responsible and Reliable: _____

Self-Motivating/Work Ethic: _____

Respectful: _____

Open-Minded: _____

Open to new challenges and experiences: _____

Writing and/or Communication Skills: _____

Attendance: _____

Grade in your class (estimate is fine): _____

Other comments: _____

_____

_____

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West High Yearbook Staff Student/Parent Contract

Being a student member and a parent of a member of the yearbook staff requires a commitment. To avoid unnecessary conflicts concerning expectations and responsibilities, please read the contract below, the grading policy sheets, and the time commitment form before signing below.

To pass this yearbook class, please understand that the staff member agrees to the following:

- Be on time to yearbook class every day. No unexcused tardy.
- Be constant in attendance. No unexcused absences. Excess absences may result in removal from the class
- Refrain from action which will result in suspension in any class
- Maintain a C average in each class they are enrolled in
- Participate in ALL yearbook sponsored activities (add sales, yearbook sales, after hours workshops, photographing events, etc.)
- Complete, to the advisor's specification, all assignments.
- Behave in an adult manner during class and any yearbook activity
- Refrain from misuse of staff privileges
- Complete all assigned pages ON-TIME working on page includes the layout, obtaining pictures, writing the headline, copy, and caption, going to events covered on the pages and conducting any interviews necessary to gather information for COMPLETING THE DEADLINE.
- Work with a professional attitude. Strive to be fair, accurate, and to use good judgment in covering the school year
- Work as a team player.

Failure to do any of the above items, or failure to meet any deadline (which would cause problems with the delivery of the yearbook AND cost money) will result in failure of the course and removal from the yearbook class at the next grading period.

Please understand that this class is for a grade. Grading will be based on ad sales, yearbook sales, other tests, daily grades, participation grades, and periodic performance evaluations.

By signing this form, you signify that you have read the above contract and agree to support the program as detailed. We also understand that our student journalist maybe asked to participate in after-hours workshops.

Student Signature Date

Parent Signature Date

West High School Yearbook Application

Producing a yearbook that represents everyone at West High School is a big responsibility. Only those students who will work hard in their duty to put together a clean, accurate, and representative book that students and staff can be proud of will be selected for this class. Deadlines are firm and cannot be missed. Yearbook involves time outside of class, attending meetings and events, as well as during regular school hours, and should be considered a major priority. Students do all the photography, interview other students, teachers, and staff for stories and captions, and create all the pages. Students are responsible for organizing their time and schedules to accomplish these tasks. This class will require you to step outside of your comfort zone at times. **The ideal candidate is** confident, goal-oriented, open-minded, fair, responsible, a team-player, and eager to try new things. Creating a yearbook is very costly, and the reputation of the book and everyone involved is at stake, not only for this year, but for a long time to come. The students who accept this challenge find it exciting and rewarding, one of the few opportunities to create a real, tangible product in school that people keep for many years. Often the staff becomes a kind of family in the process. As you answer the questions, below, consider if you are ready to take on these challenges and become a part of this special team.

Fill out this application and return to room G11, or to Ms. Garcia's mailbox in the office by December 6th for incoming 8th graders and by January 30th for 9th-11th graders. You will not be considered for Yearbook if you do not meet this deadline. If you have any questions or concerns, email me at cbarahona@tusd.net

Name: _____

Grade: _____

Class Schedule this year (list teachers also) _____

_____

_____

Current GPA: _____

List any extracurricular activities, jobs, or obligations: _____

_____

_____

How did you hear about Yearbook Class? _____

Why do you want to work on the West High yearbook? _____

_____

_____

Talk about your computer experience, listing software you know and how well you know it:

_____

_____