DATE

Dear Parent(s) of Journalism Students

It is my great pleasure to work with your child this year on an important school project – the development of the 20?? yearbook. As the sole historians for the school, yearbook members have an enormous task ahead. We not only bear the responsibility of accurately covering the major school functions, but we also strive to create a contemporary journalism package which the student body can cherish for a lifetime.

This class goes beyond the mere rudiments of an elective; we are a business. This year alone our _____ member staff will be responsible for raising $_____ in revenues to cover the cost of the publications. Therefore, I expect the staff to give their full cooperation and professionalism to the task at hand. Each student shares in the responsibility of the production. Missed deadlines mean time and money; we cannot afford to lose either.

The attached course description will fully outline the skills which your student will acquire throughout the year. We have a marvelous program designed to give your child marketable skills for the workplace. Yearbook class will be extremely rewarding, and the group typically becomes a family unit as time progresses. Since our objectives are performance based, I must inform you that should a problem arise, the following procedures will take effect.

1. **Student Warning – first offense**
2. **Parent Phone Call – second offense**
3. **Dropped from the Class – third offense**

Offenses can vary in severity; however, most offenses are a result of procrastination. Students simply do not understand the need for deadlines. They think there is always a tomorrow, when frankly, such is not the case. Because parents are our biggest advocates, we ask that you discuss this newly acquired responsibility with your student journalist. Then please sign below, acknowledging that you understand the fundamentals of the program and the guidelines for the course as outlined above.

I look forward to working with your student journalist and want to give him/her yearbook memories which will last a lifetime. If you have further questions, please feel free to contact me at the high school during the regular business hours.

Sincerely

ADVISER NAME

_____ _____

Parent's Signature Date Student's Signature Date