

PCCHE Yearbook Club Code of Conduct

To participate in the PCCHE Yearbook Club, members must:

1. Be Eligible and Equipped

- Be at least 14 years old
- Be a current PCCHE member
- Have access to a personal laptop and bring it to meetings
- Have basic computer skills
- Have access to a camera or a smartphone with a good-quality camera
- Be able to attend monthly or bimonthly meetings as scheduled
- Be available to attend and photograph various PCCHE events and activities throughout the school year

2. Follow All PCCHE Policies

All Yearbook members must abide by PCCHE's **Code of Conduct, Dress Code**, and all general policies at all times.

3. Be Respectful and Responsible

Always be courteous and mature during meetings and PCCHE events. Disruptive, loud, or inappropriate behavior is not acceptable.

4. Meeting Attendance

If you can't attend a meeting, notify **Becky Easley before** the meeting begins.

5. Assignment Deadlines

Assignments given during meetings **must be completed before the next meeting**.

Check your email weekly for assignments, updates, and reminders.

6. Missing an Assigned Event

If you cannot attend an event you are scheduled to photograph:
You **must** arrange for **another Yearbook member** to cover it for you.

7. Classroom Visits (Co-op Classes)

Yearbook activities **are not allowed** during Co-op class hours.
Do not enter classrooms to take photos or conduct interviews.
This ensures classroom learning is not disrupted.

8. Involvement in Other PCCHE Activities

If Yearbook activities (e.g., photography, interviews) will take place outside of regular meetings (like field trips or clubs):
Yearbook Leaders **must notify the PCCHE Board Representative** ahead of time.

9. Phone Policy Exceptions

PCCHE has a general no-phone policy for students during events. However, Yearbook members have the following limited exception:
Phones may be used for **up to 5 minutes per event** to take pictures.
Phones must be **put away immediately after**.
Misuse of this privilege may result in **loss of photography privileges**.

10. Wear Your Press Pass

Always wear your **Yearbook Press Pass** when taking pictures.
This helps parents, teachers, and leaders recognize you as part of the Yearbook Team.

11. Include Everyone

Yearbook photos should reflect the **entire PCCHE community**.
Make an effort to include students of **all ages and backgrounds**—not just your friends.
Everyone deserves to be represented.

Acknowledgment

By signing below, I acknowledge that I have read, understand, and agree to follow the expectations outlined in the PCCHE Yearbook Club Playbook.

Student Signature/Date: _____