

# STAFF ROUTINES

**Set up routines and systems that are well-known in the classroom.**

## **Staff photo board**

Take a photo of every person on staff and label it with names. Ask each staff person to fill out a quick survey — What's your favorite color? Junk food? What do you do when you're stressed? What makes you laugh? Post the survey results with the photos and names.

## **Sign-out system**

Keep a clipboard with a sign-in and sign-out sheet near the classroom door. When students leave, they sign out on the sheet and they sign back in when they return. Students who fail to sign out or who otherwise falsify information on the sheet should experience clear consequences.

## **Staff mailboxes**

Make individual mailboxes for everyone on the staff. Use them to distribute handouts and assignments. Staffers in different classes can use the boxes to communicate with one another.

## **Rubrics and point sheets**

Make hundreds of copies of any rubrics or point sheets you and your staff use regularly. Keep the copies on top of the mailboxes or in another central location, so students can take them when they need them.

## **Inbox**

Create an inbox for all student assignments. At the end of each class, students can attach any necessary rubric to their work and turn everything in to the box. You might consider having an inbox for the copy editor and editor-in-chief as well. If you do not print early drafts, you'll want to create an electronic inbox. There should be a poster listing the steps and locations until the staffers know how to submit their work. If you opt for an electronic inbox, such as Google Drive or Dropbox, teach the whole staff how to organize work.

## **Press pass for staff members**

Make staff badges or press passes with names and photos. The badge will identify students as members of the yearbook staff and serve as hall passes when students are on assignment.

## **Reporter's notebook**

Give each staff member a reporter's notebook or steno pad. Students should take these notebooks with them when they go on photo assignments or interviews. The notebooks help them keep their notes in one place. Decide how students will record and save interview notes if you use audio files. Regardless of what you decide, insist upon consistency and careful documentation.

## **Job chart**

Post an ongoing list of jobs that need to be done. Students who finish their work early or need extra credit could check the job chart.