

CLASS POLICIES

Absence policy Each day, others rely on your participation. Therefore, great care should be taken when planning pre-arranged absences and field trips. Students should be mindful of the deadline schedule when planning for other activities.

Advertising requirement policy Each member of publications is required to raise a set-amount of money each year. Typically, the money is raised through advertising. Students may also secure donations or items for our silent auction. The advertising requirement is only for first semester unless a student joins publications second semester only.

Cafeteria policy The cafeteria is a great place to find sources and conduct interviews. However, a staff member should never leave class to have lunch during a period they are not scheduled to do so. On a rare occasion Mr. Gayda might give permission for someone to eat a different lunch period. Students found leaving class to eat lunch will (a) surrender their press pass and/or (b) be removed from staff.

Cell phone policy We adhere to all NC rules in our classroom. Should a cell phone need to be used for a publications purpose you should receive permission from Mr. Gayda first. If you are found to be using your phone without permission, it will be confiscated and returned to you at the end of the day on a first offense. Additional consequences may also apply. A second offense will result in the phone being given to the appropriate administrator.

Class interruptions policy Every effort should be taken to complete publications business in a manner which is not disruptive to another classroom. If a class must be interrupted, the staff member should introduce himself or herself to the teacher, mention why you are there and ask permission to conduct your business.

As a general rule there are several classes we always try to avoid interrupting. In addition, we attempt to make interruptions only toward the end of a class period. The best bet is to always plan ahead and take care of business during a passing period, lunch or before or after school.

Class time work policy It is expected you will stay active and engaged each class period. At no time should you line up at the door before the end of the period or work on assignments from other classes without the permission of the editor-in-chief or adviser.

Communication policy From time-to-time and editor or Mr. Gayda will correspond with you via e-mail or Facebook. It is important to develop a routine for checking your accounts for correspondence. As we do our part to "go green," we all need to be active participants in having effective communication.

Computer policy Computers are for

publications use. Computers are not for game-playing and homework. Students on deadline always have first-use of computers.

Students should never download applications to the computer. Students should take every effort to take care of the computers at all times.

Conduct policy It is expected that when you are conducting publications business you act professionally and courteously. You are not only representing yourself, but the staff, adviser and school.

Conflict of interest policy There are several occasions when, as a student journalist, a conflict of interest might arise. For starters, a reporter should never quote him or herself, nor use his or her friends as sources. This is unprofessional. Reporters should avoid writing stories about activities they participate in. A reporter who also plays basketball should not cover that sport.

Student journalists wishing to hold an editorial position such as editor-in-chief may not be president of student council or a class council. This is seen as a major conflict of interest.

Dismissal from staff policy Being on a publication can be rewarding and a lot of fun. However, there are times when students might be removed from staff. These infractions include, but are not limited to: plagiarism, fabricated work, breaking of school rules, breaking of the law or failure to meet deadlines.

E-mail address policy For the purposes of conducting publications business, students should have a professional e-mail address that is frequently checked.

Editor-in-chief as a leader policy It is expected editors-in-chief will lead by example at all times during class time. It is also expected that editors will behave appropriately when representing their publication outside of the classroom.

While they cannot be monitored 24/7, editors are role models and should follow all school rules and laws. Failure to adhere to school rules or laws could result in (a) loss of position or (b) removal from staff.

Equipment use policy Any equipment borrowed from publications should be used responsibly and returned in the condition it was lent. Students are responsible for any damage to publications equipment.

Food & drink policy Food and drink are prohibited from the classroom and lab area.

Grading policy Students will report their grades via the submission page at tomgayda.com at the conclusion of each of the eight grading periods. Typically, 500 points are needed to receive an "A" in the course. Complete details can be found on the grade submission page.

Internet photos policy Staff members

should never use photographs from the Internet unless they are for reviews or of legitimate news-value. Even then, a staff member should seek approval from the editor-in-chief regarding the appropriateness of such use.

Interviewing policy Every attempt should be made to conduct in-person at a neutral location or location comfortable for the interview subject. Should an in-person interview not be possible, a phone interview is an appropriate back-up solution. Instant-messaging, Facebook chat and Q&A sheets are never acceptable interviewing techniques. E-mail interviews are discouraged and should only be done at the approval of the editor-in-chief. If an interview is done via e-mail, it should be documented in the story.

In the state of Indiana it is legal to record a conversation as long as one person involved knows the recording is taking place. That being said, it is appropriate to let a person know if you are planning to record your conversation.

Leaving school policy Generally, outside-of-school publications work needs to be completed during non-school hours. There are special circumstances, though, when a reporter or business manager will need to leave school during class time. Mr. Gayda will determine whether or not leaving school is an appropriate option on a case-by-case basis. Planning ahead at least 24 hours is preferred.

Leaving the room policy Whenever you leave the room you should neatly sign-out, letting the staff the time you left and where you are going. You should sign back in when you return. There are no exceptions to this policy.

Outside-of-school behavior policy While you may not be an on-duty student journalist 24/7, it is important to understand how you conduct yourself outside of school will reflect upon you when you are working as a student journalist. It is strongly encouraged that you always behave appropriately, being mindful of how you conduct yourself in public and on social media. Should inappropriate behavior interfere with your responsibilities as a student journalist you could be removed from staff.

When attending a school field trip all school rules are to be followed at all times.

Ownership policy Assignments completed as part of a publications class will become the exclusive property of publications for the entire school year. At the conclusion of the year, publications will share rights with the owner of the work.

Plagiarism & lying policy Plagiarism and/or the use of writer-created quotes or information in any form will result in the immediate dismissal from staff and a F for the class. We do not tolerate or condone plagiarism, misquoting or misinformation of any kind.

Press pass policy Having a press pass

is a privilege. Passes should be used responsibly at all times. Any time you leave the room you should have your press pass out and visible. Press passes can get you into special events you are covering, however you should plan ahead when using your press pass at an athletic event or school program.

Printing policy The printer is for publications use. The printer is not for personal use. Students should plan ahead or go to the library for personal printing needs. Great care should be taken to do no damage to the printer.

Publication appearance policy Unless for newsworthy reasons, a member of publications should not be used in a publication when any other student could be used instead.

Further, great care should be given to all sources used. Reporters should do their best to use sources who are not friends.

Reporting policy Reporting is at the heart of journalism. Therefore, there are several expectations when it comes to reporting. First and foremost, reporting should be authentic, fair and accurate. A reporter should always keep all his or her notes from a story, including, but no limited to: research, interviews and observations.

Staff conflict policy Occasionally, staff members will have disagreements that can get out-of-hand. Staff members should always try to remain calm and respectful and deal with issues before they become large-scale problems. Should a conflict arise, the editor-in-chief will devise a resolution plan. Should further assistance be needed, the adviser will determine the appropriate course of action to end any conflicts.

Staff manual policy Every staff member is required to purchase a staff manual each year. It is expected students will become familiar with the manual and use it as a constant resource throughout the year.

Staff position policy Each year, new editors are chosen for each publication. This happens through a combination of application, interviews and recommendations. Any staff member is welcome to apply for editorial positions.

A student wishing to be editor-in-chief, however, must commit to attending a summer journalism workshop. Students who prefer to be orientation leaders or attend different camps and not attend a workshop will not be considered for the position. A student who says they will attend and does not will have their position revoked.

Yearbook distribution policy It is expected current and future yearbook editors-in-chief will participate in the distribution of the yearbook each spring. Student editors should plan accordingly.