

# Bulldog Times

Code and contract for staff members 2019-2020

*To students and parents of students accepted as members of the school newspaper staff:*

Participation on the school newspaper staff affords students with more freedom than most other classes. It also requires them to take **responsibility** and exhibit a high degree of maturity and good judgment.

As members of a group that produces a concrete product that will be distributed to and read by both students and adults, those named to the staff can expect to be held to accepted journalistic standards and ethical practices.

As individuals, they are recognized by many as representatives of the paper, whether actually on assignment or not.

To show that you fully understand the responsibilities of staff membership, please have the following contract read and signed by both you and a parent or guardian.

I, \_\_\_\_\_ (Your name), as a member of the school newspaper staff, agree to abide by the following code of conduct:

1. I will not take advantage of the freedom given staff members to leave class to cover assignments and do other work for the paper. **I will not use journalistic duties as an excuse for playing around outside of class, leaving the classroom, or disturbing other classes.**
2. I will meet deadlines for assignments, rewrites, and other newspaper projects. If I find that it may be difficult or impossible to meet a deadline, I will inform my section editor, the editorial board, and advisor at the earliest possible moment.
3. I understand that I am expected to devote time to completing assignments and other production work for the paper, just as I expect to do homework for any other class. This means for a class that meets an hour a day, I am willing to devote the equivalent of up to five hours weekly, although this may not be required on a regular basis.
4. I agree to produce at least **six** items of **publishable** material each issue. This includes stories and headlines, graphics, and/or advertising – or its equivalent in advisor-approved effort. Due to limitations of space, the work produced may not necessarily be published in the issue for which it receives credit. Such work not published **cannot** again be used for credit if published in a following issue.
5. As a representative of the newspaper staff, I agree to abide by the standards of good behavior, avoiding rudeness and disrespect to both students and faculty. I realize that the ability of a student press to cover sensitive issues may be questioned if individual staff members are observed acting in a childish or irresponsible manner.
6. I will also keep and maintain a portfolio, which will be collected every grading period. In this portfolio, I will maintain and keep all of my publishable materials in chronological order, as well as all of my assignments.
7. I understand that usage of any electronic devices is not allowed in class. The advisor must approve any exceptions. Exceptions may include but are not limited to using a phone as a camera or to take notes for an interview, etc.

*I understand that failure to abide by the terms of this contract can lead to my dismissal from the staff and a lower grade in the class.*

Signed

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_