Policy Manual & Style Book

2010-2011

Name_____

Class _____

Notice

This third edition is written for the progress and success of the Legacy High School Journalism Department and her publications. The goal of this book is for students within the department to use as a guideline and reference to all publications and correct procedures.

No style guide is completely the work of one individual or group. Since the written conventions we all use much be accepted and understood by readers as well as conform to a set standard. I am indebted to those publication and stylists who have developed the principles upon which this guide is based. I have relied extensively on the accepted standards currently in use in the professional publishing world, as well as the expertise of other advisers in high school publications.

In matters that are not addressed in this style guide, the AP Stylebook should be consulted. The final authority, should AP not have the answer, is Webster's New International Dictionary.

This guide is written especially for high school students of Legacy High School so that work on publications may be made easier and less painful. It is designed to provide answers to the type of questions my high school students have asked about and will ask about style and procedures. Hopefully, Legacy students can get past the thickness of this manual and learn to love and use it. (We'll see.)

This style guide is divided into sections for ease of use and instruction. Each section begins with a general rule or set of principles, and is followed by specific rule and examples. This stylebook will be introduced during the first semester of Journalism I and then reinforced at the beginning of each year in advanced journalism classes.

My goal and vision for this department is to become well known throughout the school, community and the state of Texas for our creativity, professionalism and success.

-Leland Mallett, adviser

Table of Contents

Staff Organization
Editor job descriptions and expectations
General Rules
Rules while Traveling
Policy
(Purpose, Coverage, Responsibilities for accuracy and objectivity, Letters to the Editor, Advertising, Distribution, Scholarship funds, Letter Jackets, Use of Equipment, Prohibited Materials, Death Policy)
Procedures
(Computer functions, Copy Preparation, Club and Sports file (Beat file), Picture File, Leaving the Classroom Procedures
Basic Style Guide for LHS
Student/Parent Contract Agreement (signed and filed)

Staff Organization

Staff Selection

To become a member of yearbook, newspaper, or staff photographer, a student must meet one of the following criteria:

- Complete Journalism I with a B average or better and fill out a proper staff application.
- Be a transfer student who has journalism training, and who has a B average in journalism as a transfer grade. (A letter of recommendation from the former school is suggested.) This student will enter the class on a trial basis for one semester in which the editor staff will evaluate the student's progress.
- Be a student who, not having taken Journalism I :
  - receives strong letters of recommendation from two teachers, including an English instructor
  - has a strong sense of responsibility and work ethic, or
  - who is accepted by the adviser after a conference.
- Demonstrate special skills and interest in photography, art, cartooning, computers, sales, bookkeeping, advertising, or any other area accepted by the adviser and editor staff

Editor (Executive) Board

The Editor Board is the decision-making body of the journalism department and consists of:

♦ Editor-in-Chief
♦ Yearbook Managing Editor
♦ Newspaper Managing Editor
♦ Online Managing Editor
♦ Visual Editor
♦ Business Manager

- The responsibilities of this Editor Board are
- Discusses and determines themes and overall ideas for each publication.
- Sets policies and governs the day-to-day operations of each publication.
- Constantly communicates in various methods to each class, staff member, and publication
- A policy decision may be overturned by at least a majority vote of the Editor Board
- Plan staff building activities outside the classroom
- Keep in communication with adviser of any problems
- Attend a required meeting on the first Tuesday of each month after school in the journalism office.

Editor-In-Chief

The responsibilities of the EIC consists of those of the Managing Editor plus:

- Act as the official representative for the publication at meetings with administrators, faculty, community, media and professional groups (and representative to Bronco Club Council)
- Chairs Executive Board meetings and has the authority to call unscheduled meetings.
- Is in constant communication with Managing Editors for deadlines and story flow
- Has final say on all decision in all publications
- Writes for all publications

Managing Editors

The responsibilities of the Managing Editors of each publication consists of:

- Opens the staff business meeting (beginning of each class period) with a publication progress report, reminders, deadline notices and other items that relate to the entire staff
- After the staff business meeting is concluded, the editor holds individual conferences with managers, staff members, page leaders, writers and photographers as necessary to make sure tasks are completed on time and with reasonable skill and expertise.
- • Although not required, the editor will spend numerous hours working on specialized tasks, personal projects, proofreading, and other items after school.
- An editor's office space is provided for these tasks. This office is used by editors from both publications and the business manager.

- Each editor is responsible for the neatness and professionalism of the office and the surrounding area
- An editor's computer will also be provided in the office area, which is to be used and maintained professionally
- During normal class time, the editor is expected to work with staff members on projects relating to the publication – personal stories and tasks must be completed during editorial leadership or after school
- Coordinates news operation of the publication in an efficient and orderly manner
- Writes and reports only for specific publication
- Maintains a story assignment sheet (newspaper) or ladder guide (yearbook) to assure deadlines are met
- Acts as the final decision maker of content, style, theme and appropriateness for the publication
- Approves all dummy pages, rough drafts, photographs and other material produced by the staff
- At times complete projects of staff members who failed to meet a deadline
- Act professionally and respectfully with all staff members at all times
- Assigns beats, stories and pages within the publication
- Checks the progress of each staff member and keeps up with progress of each assignment
- Sign off on final proofs/layouts before shipped to printer
- Help solve problems as they arise
- Helps layout pages, making sure layout follow the style guide and set themes
- Attends all work sessions
- Attends outside seminars to enhance and refine skills
- Works with Adviser in all aspects
- Sets goals and evaluates how successfully goals are being met
- Signs time sheets at the end of each week or publication
- Responsible for morale of the staff as a whole
- Assists the adviser in selecting editors for the following year
- Sells Ads
- Is in constant communication with the campus principal

Assistant Editors/Section Editors/Coordinators

The responsibilities of the Assistant Editor or Section Editor or Coordinator of each publication consists of:

- Takes over when other editors are absent (daily meeting)
- Assists the Editor-in-Chief in all duties
- Responsible for designing fliers and writing letters to inform faculty, staff and students of journalism activities/deadlines
- Works with staff members to meet daily deadlines and goals
- Maintains official calendar for the publication
- Actively edits pages and stories
- Communicates with Adviser
- Responsible for yearly polls and surveys to be used in the publication
- Creates/types colophon in August/September and maintains accuracy until final deadline
- Helps other editors solve problems as they arise
- Delegates responsibility to others to assure that work gets done and that the paper comes out on time
- Helps copyedit, making sure all copy follows the this style guide
- Helps layout pages, making sure layouts follow the year layout style guide
- Attends all work sessions
- Works with Adviser and Executive Board in setting or revising publication dates, and implementing or changing policies or procedures.
- Sometimes must complete tasks which are assigned to others to assure that production deadlines are met.
- Sets goals and evaluates how successfully goals were met each issue
- Assists the adviser each issue by providing specific information regarding staff performance on the Staff Evaluation form – assignments given, assignments completed, deadline met
- Sells Ads
- Keeps a poster/scrapbook of all trips

Business Manager

The responsibilities of the Business Manager of all publications consists of:

- Organizes ad sales contacts at beginning of the year
- Supervises ad sales
- Works with adviser and school bookkeeper in paying bills and justifying the ledger.
- Gives weekly (Monday) progress report on how advertising sales are going by reporting amount sold and quotas to be met.
- Responsible for summer advertising campaign letters
- Produces a list of all “sold” ads and when/where/size to be published
- Sells ads.
- Responsible for Weekly deposits and check requests (Wednesday)
- Supervises computer production of ads and edits for errors
- Makes sure ad deadline is met so editors can meet deadlines.
- Works with Editor in dummying ads for book according to publication needs.
- Contacts clients about their accounts, if necessary
- Makes sure ads have been placed on correct pages.
- Sends out invoices and letters.
- Maintains a file on each advertiser which includes the contract and previously published ad paste-ups.
- Keeps accounts receivable ledger up to date
- Organizes and is responsible for Senior Ads.
- Responsible for faculty purchases of the yearbook
- Responsible for organizing supplies and materials for each staff and notifying adviser when items need to be ordered
- Sends out receipts and thank you letters when accounts have been paid in full
- Keeps accurate record ledger of income and expenses
- Gives monthly financial statement to adviser and editors. (First Tuesday of the month)
- Follows up on delinquent accounts.

Visual Editor

- Works with editors and adviser in assigning pictures to photographers
- Maintains digital picture file
- Sells Ads
- Responsible for all camera equipment and condition
- Make sure picture quality is consistent throughout publications
- Updates the photo run sheet daily, listing all photo possibilities and assignments.
- Helps other editors solve problems as they arise.
- Attends work sessions
- Constantly updates and keeps track of master beat assignment board for all photographers

Publication Photo Editor

The responsibilities of the head photographer(s) include but are not limited to:

- Works closely with reporters and staff members to obtain desired photographs
- Sells Ads
- Turns in requests for supplies ahead of time to adviser or business manager
- Responsible for keeping backroom clean and supplies and equipment in good condition
- Works with page leaders in laying out pages with photos to assure proper display.
- Scans pictures as necessary
- Know and use Photoshop for requested projects
- Helps copyedit, making sure all copy follows the yearbook style guide.
- Attends work sessions
- Sometimes must complete tasks which are assigned to others to assure that production deadlines are met
- Keeps up with Photographer Assignment Sheets and sports info board

- Assists the adviser each issue by providing specific information regarding staff performance on the Staff Evaluation form – assignments given, assignments completed, deadline met

Online Editor (Assistant Newspaper Editor)

The responsibilities of the Online Editor include but are not limited to (in addition to Managing Editor duties):

- Coordinates computer/production aspects of the online paper website in an efficient and orderly manner
- Works closely with photography editors and section editors on the development of the design and layout for web pages, assisting in the completion of stories
- Maintains flow of daily new content and updates daily (at least three new posts)
- Helps section editors with production and design of special pages or section
- Responsible for proper care and maintenance of computer equipment
- Maintains the department's information website as well as the newspaper website
- Cleans and maintenance of all computers
- Reports problems immediately to Adviser
- Removes unauthorized software or downloads immediately
- Assists staff members with web content
- Responsible for working with LBTV Production Manager for pod casts for the news website
- Helps staff members with slideshows and other multimedia presentations for the web
- Maintains and updates social media sites and updates readers via text message service

LBTV Production Manager

The LBTV Production Manager is under the direction of the Photojournalism Teacher and duties include:

- Keeping a constant flow of professional pod cast for the online newspaper
- Works with editors for content ideas
- Is responsible for LBTV studio and its equipment
- Assigns stories and video assignments to all stafers
- Maintains consistency and theme in all podcasts

Morale Manager

- Plans and organizes staff development activities
- Keeps a calendar of birthdays and celebrates accordingly
- Rewards staff for met deadlines
- Plans Christmas party, banquet and summer lock in with Adviser
- Reminds staff members the fun and joy in journalism
- Also has staff duties and sells ads

Staff Members

The responsibilities of staff members include but are not limited to:

- Complete deadlines of all assignments, photographs, artworks, layouts or any other assigned project
- Reports for all three publications (print newspaper, online newspaper and yearbook)
- Work on computer to complete assignments assigned by editors
- Participate in story/idea conference sessions
- Regularly cover beat assignments
- Help with advertising campaign
- Write as needed for other staff members in danger of missing a deadline
- Provide ideas and creative innovations in staff meetings
- Report directly to the editors
- Act in a professional manner when representing the journalism department
- Attend workshops to enhance skills
- Produces slideshows, podcasts and other multimedia content for the web

Section 2 **General Rules**

Do

- Act in a professional manner at all times
- Keep open communication with adviser, editors and other staff members
- Give up personal time to work on publications (after school, weekends, holidays)
- Use computers for journalism use only (see use of computers section)
- Always check out equipment and report its condition to adviser or editor staff
- Keep a notebook (this staff manual must be included) of quotes
- Keep food or drinks away from computers
- Keep all journalism materials in classroom and in proper location
- Return to the end class and check in when off campus for journalism reasons
- Constantly clean and maintain Journalism room
- Know the proper way to enter another teacher's classroom
- Introduce yourself
    - Ask if it's a good time to interview _____
    - (Do not say "Can I borrow _____")
    - Thank the teacher and the student
- Keep chairs in proper location (There are too many to let float!)
- Be on time. Like you, Mr. Mallett has rules to follow. You must be in the journalism room when the door closes.
- Dress professionally when representing journalism
    - Polo shirt is required for UIL meets and must be backed for all trips for award ceremonies
    - Photographers must always were toed shoes, and a journalism shirt (polo preferred)

Do Not

- Lie – Use the truth always
- Leave the classroom without proper permission from editor or adviser (must have press pass to leave)
- Line up at the door!
- Change settings, backdrops, screensavers, download programs, or alter the computer in any fashion
- Enter office without solicited permission from Mr. Mallett or Editors
- Have out or use your phones during class.
- Use outside disks, jump drives or CDs in journalism computers
- Use Mr. Mallett's computer or the editors' computers
- Interrupt other teacher's classes for non-journalism business
- Never miss a deadline
- Curse, slander, provoke, or use any other language not becoming a professional
- Write on the whiteboard
- Use your iPod without permission from Mallett
- Play any game on the computer (or stream video or music at anytime for any reason)
- Use other people's materials without asking
- Cause drama
- Click the PUBLISH button on the online paper
- Take photos or video of students in classrooms (per district policy)
- Post journalism photos on social media or blog sites

Discipline Procedures

The following actions will be taken by any staff member, editor, junior editor, and business manager if the above responsibilities are not met:

Missed Deadlines

- First offense- Editor will set up a conference for the breach of contract with the adviser
- Second offence- Adviser will put on probation for two weeks
- If after two weeks, the staff member does not comply with specific outlined responsibilities, the adviser will set up a parent/teacher conference
- Third offense- The student will be permanently removed from the production staff

Behavior Problems

Any staff member who cannot act proper with other staff members, adviser, or act professionally when representing the journalism staff will be on probation for two weeks where if the problem is not corrected the student will be removed from the staff immediately. A parent conference will also take place at the beginning of the probation period.

Computer Infractions

- Any student not using journalism computers for academic purposes will be placed on a two week probation from computer privileges and must be accompanied by an editor or adviser to complete required tasks
    - i.e. games, personal items, Internet “surfing”
- A student accessing content from the Internet prohibited by the Mansfield Independent School District will be removed from the class immediately
    - i.e. sites containing violence, gang related activates, pornography, or other offensive content

Definition of probation- Probation will consist of a daily log sheet of all activities and the staff member on probation is responsible for reporting in to an assigned editor or in some cases the adviser

Addendum to Rules:

Rules while Traveling

The basic rule to abide by when traveling with journalism is to be at your utmost best behavior and be a professional.

If any infractions of travel rules occur, the adviser will make arrangements to bus the student home at the parent's expense and will be not be allowed to travel with journalism in the future.

The student will also be written up and must have a conference with his/her parents and an assistant principal following the infraction.

General Rules

- Be on time.
- Respect the bus driver (even when hitting curbs or getting lost)
- Thank bus drivers and sponsors
- Keep hotel rooms clean
- Respect other guests in hotels
- No girls in boys' hotel rooms and no boys' in girls' hotel rooms EVER!
- Always make curfew and remain in rooms
- Remember common manners: "Yes, sir." "Thank-you." …
- Pair up when the group is apart
- Do not skip workshop sessions
- Sit toward the front of workshop sessions
- Take notes during workshop sessions
- Do not leave during a session (Even if it's extremely boring)
- No vandalism at anytime
- The adviser must know of any/all mediations being taken. (even Tylenol)
- No cussing at any time
- Include all members of the group
- Meet new people
- School policies still apply when traveling
- Dress professional (journalism polo usually) for award ceremonies Dress professionally at all times. This means in the hallways and pool of hotels
- Don't get mad if we don't win awards/Don't get cocky if we do
- Treat other schools with respect
- Do not talk bad about other's projects or papers (save it for the bus)
- Have the adviser's phone number for emergencies
- Keep your phone on vibrate during workshop sessions and award ceremonies
- Keep up with all equipment and help others with theirs and their luggage

Policy

The name of the Legacy High School student newspaper is The Rider
The name of the Legacy High School yearbook is The Arena
The name of the Legacy High School online newspaper is The Rider Online
The name of the Legacy High School Video Production and Pod Casts is LBTV

Location

The Legacy High School Journalism Department is located on the main campus of Legacy High School in room E-O102.
The Legacy High School website can be accessed at www.legacystudentmedia.com
The online newspaper's website is www.therideronline.com

Contact

The journalism department may be contacted by mail at
1263 North Main Street
Mansfield, TX 76063

The department's phone number is 817-299-1229 (Editors' Office) 817-299-1169

To reach the journalism staff by email, contact the adviser at
mallett@therideronline.com or lelandmallett@misdmail.org

Purpose

- The Rider, The RiderOnline and The Arena any LBTV pod cast are laboratories for journalism students designed to serve the total school community. As a laboratory, publications and pod casts provide staff members with independent writing opportunities with hands on/real life experiences. Writing is based on a wide variety of research for a broad and often critical audience. The experience often demands responsibility, cooperation and a great deal of professionalism. Business skills are also learned through selling advertising.
- The Arena, LBTV and The Rider serve their audience with accurate and factual reporting on significant aspects of school life and subjects of concern to its readers. As and independent observer, the publications should use their unique access to news and a broad perspective to lead the school community toward constructive accomplishments. The Arena and The Rider and pod casts entertain audience s through clever, creative approaches to writing, photography, design and coverage of the human spirit.
- Legacy High School publications have a goal to successfully reach the high school community with interesting, timely articles that will enhance the surroundings and purpose of the educational experience.
- The overall Legacy High School Journalism experience should encourage students to become more creative and strive to master skills of the trade while entertaining and enlightening the LHS student audience.
- Legacy High School publications provide readers with a public forum. Students, faculty, administrators, parents and others in the school community are encouraged to react to printed material through signed letters to the editor. Letters must be signed by the author and accompanied by a phone number and address. The letter will be published without alteration.

Coverage

- It is the responsibility of these publications to cover school, city, state, national and international events and issues that affect or concern the campus, its students or its readers in a non bias method.
- School publications will attempt to cover all aspect of the school; however, coverage will depend greatly upon an item's news value (how important or interesting it would be to the majority of the school population). Publication editors determine the news value of all material.
- School publications will clearly identify sources of news, except when it is necessary to uphold the journalist's privilege of protecting the identity of sources. When in such case, the journalist must reveal the source to the editor, who will there in determine if the source is creditable.
- School publications will avoid sensationalizing news and events. Publications do not invade personal privacy or print material that might be embarrassing or degrading to any individual or group.
- All editorial or opinion content must be backed up by three sources of facts. At no time will an editorial attach a person. Only policy related material may be published.

- Probationary period – Both publications will be in a probationary period the first year of Legacy High School. The Editor-in-Chief must meet with administrators weekly to inform of upcoming stories and coverage. A dummy copy of all printed material must be presented to the campus administrator for approval. Once the department has a comfortable working relationship with campus administrators, the probationary period may cease.

Frequency & Format

- The Rider is published two times a school year with the option of two additional publications
- The Rider is the responsibility of the advanced journalism-newspaper class offered by Legacy High School - Mansfield ISD
- The Rider is published by the Greater Dallas Press - Garland, Texas
- The Rider is a tabloid size publication containing at least 12 pages
- The Arena is published once a year and distributed in May
- The Arena is the responsibility of the advanced journalism-yearbook class offered by Mansfield ISD
- The Arena is published by Taylor Publishing's Dallas plant
- Pod Casts are published by all journalism classes
- The Rider Online is updated daily and monthly during the summer
- The supplemental yearbook is posted online in May
- The DVD yearbook supplement is produced by broadcast journalism students and is distributed in the yearbook in May

Audience

School publications are written primarily for the 2,000+ students who attend Legacy High School. Secondary audiences, which receive the newspaper and/or yearbook, include:

- Feeding Middle Schools
- Faculty, Staff, Administration of Legacy High School
- Advertisers
- Parents
- School Board Members
- Other school journalism programs
- ILPC, JEA , NSPA , TAJE, CSPA and other professional organizations

Board of Education and Administrative Policy

- The Board of Education and the Central Administration of Mansfield provides the publications with a partial subsidy to cover basic supplies, just as it does for other classes in the school curriculum
- The student body of Legacy High School does not provide the publications with a partial subsidy. The student body does, however purchase the yearbook for a set price during the school year.
- Additional funds are generated through the sale of advertising by the publications staff and deposited into the high school's activity fund – commission sales from school day portraits are also collected
- While school publications are responsible to the board for the funds they receive and subject to state and federal laws, content reflecting student's thinking and is not necessarily in agreement with the administration of Mansfield Independent School District.
- Editorials represent the staff majority and must include a percentage of arrogance along with the story. Opinions are not generally those the adviser, its editors, student body, faculty or administration

Responsibility for Accuracy and Objectivity

- School publications endeavor to correctly spell names and make accurate class and position identifications. Names of students, faculty, administration and other sources must be checked for accuracy by the writer.
- The editor or adviser is not responsible for inaccuracy in presenting names within a story.
- All facts must be verifiable by at least two sources. All quotes are subject to verification by the editors and/or adviser. Any story containing factious quotes will be discarded in its entirety and the writer will be placed on discipline probation.
- Each staff member is responsible for quote collections in a notebook/spiral which will be collected at the end of each year and placed on file for two years.
- Most of what is published is the work of individual's. The staff and adviser are responsible for all material which appears in school publications. Administrators have a non-review role: they may,

according the Hazelwood court decision, control content prior to publication, and may offer advice on sensitive issues and will offer criticisms that are warranted following publication.

- School publications strive for the highest standards of accuracy, integrity, completeness and careful research in its presentation of material that time allows. Since there are deadlines to meet, however, school publications will go to press with the facts as they stand on deadline. The staff therefore assumes responsibility for the accuracy of these facts.
- Rumor, gossip or innuendo are not, nor will they ever be, the basis for any story appearing in school publications
- No member of the publications staff will accept any free gifts, considerations or passes that might compromise the integrity of the school's publications or the objectivity of its reporters. The Legacy High School Journalism Department receives three season passes to sporting events free of charge. The purpose of these passes is to properly produce an active, accurate account of the event and should not be used for personal reasons.
- All copy must conform to the department's Stylebook, contained within this Staff Manual. When the publications' stylebook does not have the answer, consult the AP Stylebook.
- When an error merits a proper correction, as determined by the editor or adviser, it will be promptly published in the next publication.
- School publications are a member of the UIL-ILPC, TAJE, NSPA, CSPA Quill and Scrool, and JEA professional organizations and receive critiques from some of these sources.
- Website sources used must be accredited and approved by the editor and/or adviser. Any source used must be sited within the story and proper permission must be obtained from the source.

Bylines and Credits

- Any full length story that includes original reporting will carry a proper byline including title
- Any art or photo will carry a credit line
- Any story which expresses an author's opinion or analysis will carry a byline and a standing column head to indicate the story represents an individual opinion.
- Bylines should not be cut for space reasons.
- Essays and other non-fiction literary works are encouraged and welcomed
- Any story written or photo taken for the Legacy Student Media Department cannot be reproduced in any fashion without consent from the writer and the adviser

Letters to the Editor

- All letters to the editor must include the writer's name and classification and will be printed with both
- Letters should be limited to 300 words.
- Letters to the editor will not be edited, except in cases to prevent legal liability (invasion of privacy, profanity, etc. . .)
- Letters to the editor should be placed in a sealed envelope and mailed to the high school's address or placed in the adviser's box.

Advertising

- The purpose of advertising if to raise money for the department by bringing the buyer and seller together, thus making it a vital part of school publications
- School publications reserves the right to refuse any advertisement that makes reference to products, services, substances or paraphernalia that are illegal to minors or deemed inappropriate to the Mansfield community
- All ads are subject to review by the adviser and editor staff
- All staff members are required to solicit ads
- Staff members selling a set quota (set by the business manager) will receive a free yearbook or free advertisement
- When soliciting advertising, staff members will dress and act in a professional manner
- The business manager and editors will set advertising prices at the beginning of a school year during a budget workshop
- Prices can be found on the department's website

Distribution

- Approximately 1,800 copies of The Rider are published two times a year and The Arena's copy count is determined by the numbered purchased.

- The Rider is distributed at the end of newspaper class by staff members and is free to all students, faculty and staff.
- The Arena is distributed during the last few weeks of the school year
- All advertisers will receive a complementary copy of each The Rider but must purchase a yearbook at full price
- As of current date, therideronline.com receives a weekly average of 900 unique visitors

Scholarship funds
Money collected may be used for a scholarship to graduating students entering the study of journalism at a four-year college. Applicants must have completed the following to apply scholarship money.

♦Completed three years in journalism at Legacy High School
♦Contributed to the success and constant operations of the department
♦Attended seminars and workshops to enrich journalism skills
♦Show a proficiently in the use of computers
♦Be accepted to a four-year college and majoring in journalism related field
♦Complete a portfolio of high school accomplishments with included resume

- Scholarships will be awarded to individuals who complete the above qualifications. If two or more students qualify, the funds will be distributed equally
- Scholarship fund awardees are determined by the adviser, principal, and two other faculty members
- Funds are awarded through surplus advertising money
- The adviser will also actively solicit funds from colleges and universities for journalism students

Letter Jackets
Point System = 50 Points earns a letter in journalism
In order to receive a letter jacket, staff members must communicate to the adviser the status of points and desire to obtain a jacket.

1/2 point - ILPC certificates of superiority/TAJE clip contests (per certificate).
1 point - competing but not placing in UIL.
1 point - each day attending a local journalism activity/workshop.
1 point - every $100 in advertising revenue.
1 point - each grading period with a final grade of C in publications.
1 point - every two hours extra spent working on publications.
1 point – every pod cast posted on website
1 point – supporting jour by wearing your jour shirt to school on shirt day.
2 points - placing at an invitational UIL meet.
2 points - each grading period with a final grade of B in publications.
2 points - honorable mention ILPC IAA
2 points - honorable mention CSPA Gold Circle Awards IAA/Quill and Scroll.
2 points - awards presented at summer workshops (per award).
3 points - each day attending a national journalism convention/activity/workshop.
3 points - each grading period with a final grade of A in publications.
3 points - honorable mention TAJE/NSPA on-site writing competitions.
4 points - placing 4, 5, 6 at UIL district meet.
4 points - editor-in-chief of staff publications (per year)
5 points - placing 1 at UIL invitational meet.
5 points – placing in top three at UIL district
5 points - placing 3 in CSPA Gold Circle Awards IAA/Quill and Scroll.
5 points - receiving excellent at TAJE/NSPA on-site writing competitions.
5 points – working on ILPC Star winning staff
7 points - placing 2 in ILPC IAA.
7 points - placing 2 in CSPA Gold Circle Awards IAA/Quill and Scroll.
7 points - receiving superior at TAJE/NSPA on-site writing competitions.
10 points – Advancing to State UIL Meet per event
15 points - placing 4 at state meet.
10 points - placing 1 in ILPC IAA.
20 points - Tops in Texas
20 points - placing 3 at state meet.
25 points - Texas journalist of the year

30 points - placing 2 at state meet.
30 points - Tops in Texas in ILPC IAA.
50 points - placing 1 at state meet.
50 points - receiving national journalist of the year

A student must accumulate 50 points to earn a letter jacket. Points will be tallied at the beginning of each semester to determine who is eligible to earn a letter jacket that semester. If a student has at least 40 points by December 31, they may place an order for a jacket to receive at the banquet in May provided they earn 10 points second semester. If a students does not receive a jacket at the banquet in May but earns 50 points by the end of the year, they may order a jacket to receive when school starts in Aug./Sept. Journalism "Letters" will be given to students who already have a jacket from another organization. These will be awarded at the discretion of the department head. Students are responsible for their own "extras" like names and other additions. The department will only purchase one jacket and one letter. Points will carry over to the next year. If you earn 50 points your second or third year in journalism, the department cannot purchase another jacket for you. UIL rules dictate that only one jacket may be purchased by the school for any one student during their high school career.

Use of Equipment

- All Equipment is strictly for Journalism use only (computers, cameras, film, batteries, etc) Students must obtain special permission from the adviser for other purposes. No outside organization may use this equipment, unless approved and supervised by the adviser.
- No food or drinks are allowed around computer or camera equipment.
- All equipment used must be properly checked out through the adviser and release forms with the amount of the equipment must be signed by a parent and staff member before the equipment is issued.
- Staff members are responsible for condition of equipment and must pay for any damages in full

Prohibited Materials

- Students cannot publish or distribute libelous material. Libelous statements are provable false and unprivileged statements that injure an individual's or business's reputation in the community including the following
  - ♦ A public official who holds an elected office or appointed office
  - ♦ A person who is known for personal achievements
  - ♦ School employees
  - ♦ Students, staff or faculty members
- Under the "fair comment rule," a student may express an opinion on a matter of public interest as long as it is in good taste and approved by the editor and the adviser – in some cases the principal
- Students are strictly prohibited from publishing materials that are obscene including
  - ♦ sex
  - ♦drugs and alcohol
  - ♦gang activities
  - ♦foul language
- Students are prohibited to publish or distribute materials that will cause a material and substantial disruption of school activities that include
  - ♦seizures of personal property
  - ♦strikes
  - ♦school boycotting or walk-out
  - ♦fights

Students are also prohibited from distributing or publishing any of the following materials

- ♦racial/ethnic slurs
- ♦slander/libel
- ♦racial remarks or undertones
- ♦violence or threat there of
- ♦anything that lacks serious literary, artistic, political, or scientific value

Death Policy

Publications often times have to report on a student's death. The following are guidelines in handling such stories. A death ruled "suicide" will not be reported on nor will a tribute of any kind run in The Arena Suicide deaths may be generalized and show the negativity of the situation, but the story cannot name the name of the student of whom has committed the act except when

- The adviser approves
- The principal approves
- The parents or guardians approve (at which a letter of story release must be signed and kept on file)

Students of which die of "natural" causes (except for underage drinking or drug overdose) can be spotlighted in The Rider with the deceased student's parent permission (letter of release required)

Students of which die of "natural" causes (except for underage drinking or drug overdose) can also have a memorial in The Arena cannot to exceed ½ a page and must run in the ad section of the book

Student of which death is related to underage drinking and/or drug usage will not be memorialized in either publication, but a story can run in The Rider

Social Media/Web Policy

- Any student work cannot be posted to personal social media sites, blogs or websites
- Media students are to refrain from posting comments on other people's personal sites, blogs, social media pages concerning any item within the journalism program
- Students given passwords to the department's social media sites, web sites, blogs can only use these outlets for journalism reasons (social media sites are to used for headline and information only – no editorializing or promoting of personal items or agenda)
- Text messages services within the online newspaper can only be used for official journalistic reasons

POPS (Parents of Publication Students)

- The purpose of POPS is to have a relationship between publication students and parents and the adviser and parents. The adviser will produce newsletters informing parents of upcoming events and recent successes. Also in the newsletter will be information on journalism scholarships and advertising/budget information.
- POPS members are encouraged to volunteer time working with journalism students. Rather it be to stuff envelopes for a mailout, help with school day photos or to feed staff members during deadlines, parent involvement is a must for success. POPS are also welcome to attend any journalism trip as a chaperone/sponsor.
- Although it is not a formal organized booster club, parents are suggested to elect a leader to be the communicator for the group. Parents can set up meals for Tuesday evening worknights or success parties when students win awards.
- For more info and suggestions contact the adviser.

Procedures

Computer Storage: All files will be saved and maintained on the journalism server

Staff Email Accounts

All editors and all newspaper staff members will be given an email account through gmail (firstnamelastname@therideronline.com). Staff members are required to use this email account for all journalism correspondence. This is also the gateway to google docs where all copy will be saved. Staff members should check email daily. Email accounts are not for personal use and all content is monitored by the adviser. Staff members should be professional and use proper grammar in an email.

Lab Computers

Student/staff computers are assigned to certain staff members. A staff member is only allowed to use the assigned computer unless problems arise. All files are shared on these computers. Staff members assigned to each computer are responsible for all content and problems with the machine.

SERVER→

Adobe Lessons	(Lessons Mallett uses for teaching Adobe Programs)
Art Work	(Legacy Logos and company logos for ads and designs)
Business Manager	(Business reports and other money issues)
Fonts	(fonts used in publications)
Mallett	(adviser's stuff)
Newspaper	(Staff folders and files needed for the print edition) NO STORIES save here
Photos 09-10	(photos)
Rider Online	(Staff folders and files needed for the online edition) NO STORIES saved here
Stories	(The only place stories should be saved) (Place in proper folder) (Move if needed)
Yearbook	(Staff folders and files needed for the yearbook) NO STORIES saved here

Copy Preparation (Newspaper)

Always begin the story (when typed or hand written) with the proper "slug"

(In the top left corner)

Clark Melltone	(Reporter's Name)
Art Contest	(Story Assignment)
8-21-04	(Date Written)
8-23-04	(Next Date Worked On)

PROPER WAY TO NAME A FILE

File name= yourlastname_story_date_publication Example= mallett_band_np (yb) (ro)

4.2b Single space
4.2 ½ Use only Arial 11 – NEVER any other font (it scares InDesign)
4.2c Leave room on the first page for a headline (Create one or two)
4.2d Paragraph indents should be THREE spaces (do not use tabs!)
4.2e Never <u>underline</u> anything – use *italic wording for emphasis*
4.2f Use only one space between words and a new sentence
4.2g Use standard proof reading symbols
4.2h Save to the appropriate folder/computer or file in NP_Stories until ready to be proofed by an editor in which you will move to NP_Proofs

Club and Sports File (Beat File)

One filing cabinet drawer is dedicated to storing and updating information on every club, sport, or event that takes place at Legacy High School. Every staff member is responsible for constantly updating these files with research, interviews, stories from other sources, clippings from our publications, score sheets, stat sheets and any other resources that will aid in a full coverage of the club or sport. Junior editors are responsible for maintaining this file.

Picture File

Digital Photos are saved on the server under Photos_09-10. The Visual Editor is responsible for the upkeep and organization of these files. Staff members needing specific photos should fill out a photo request form located in this file and turn it into the head

photographer's box and on our wiki space site. Any photos not used or completed its function should always be returned to the file. (Files are kept in alphabetical order.)

File Names		event_date_otherinfo_photographer's initials
	Ie	keyclubmeeting_10-5_elections_lm
	Ie	football_9-2_granbury_ls

Cabinets

- Each staff member has a cabinet located on the wall.
- Messages, notes, or other materials for editors may be placed in the "editors' mail box inside the office
- Editors have mailboxes in the office area.
- Staff members can also post notes on the note board near the door.

Assigned Computers

- Each journalism student will be assigned a specific computer for the year. Staff members are not allowed to use another computer unless permission is obtained from Mr. Mallett.
- Staff members are responsible for all content on the computer.
- Staff members are responsible for upkeep and reporting problems on the assigned computer.
- Mr. Mallett's, Editor's, and the Business Manager's should not be used without permission.
- Games and other similar activities are strictly prohibited from being used on journalism lab computers

Camera Check-Out

- Photo Editor(s) are responsible for proper check out and maintenance of all camera equipment
- Photo Editor(s) have the option of a yearly check out on any camera approved by Mr. Mallett
- Staff members needing a camera or camera equipment must sign their name, equipment id number and the date checked out on the proper sign out sheet
- When finished with photo equipment, staff members must sign the equipment back in and have an editor, head photographer, or Mr. Mallett approve its condition
- All staff members are responsible for damage or loss of equipment

Leaving the Classroom Procedures

- All students will be issued a hall/press pass and must be worn anytime outside the journalism room on journalism business.
- Replacement cards cost $5
- When leaving campus, students must check out through Mr. Mallett and drive carefully. Students are required to check back in at the end of each class period or before. Report any accidents to Mr. Mallett immediately. A proper yellow parking lot pass must be issued from Mr. Mallett.
- When taking photos, be professional and wear Legacy Journalism attire along with your press pass.'
- Always act in a professional manner when representing Legacy Journalism.

Staff Manual Corrections and Additions

- Any correction or addition to this manual should be submitted to Mr. Mallett and added to the master copy. The editors must approve any change in policy or procedure.

Basic AP Style Guide for Legacy Publications

-All mascots are capitalized
-First mention every person receives title and full name and are capitalized
Band President Mark Walberry
Freshman Jordan Herrod
Principal David Wright
EXEPTION TO RULE: Use number for grade in pull quotes and captions (Jordan Herrod, 9)
-Next mention adults keep their title – students trim to last name
Herrod
Mr. Wright
-All women teachers: Use Ms. For title, unless asked person requests different
-Name of clubs are capitalized
-Legacy High School does not trim to LHS, however Legacy is acceptable
-Journalism adviser not advisor
- Use "male students" for boys or men and "female students" for girls or women
-Team names must have apostrophe
girls' volleyball
boys' basketball
-Formal names of committees are capitalized
Campus Improvement Committee
Jones created a party committee for the …
-Names of books, newspapers, movies, magazines and other publications are in italic
- Class grades are capitalized but not in quotes
Martinez earned an A in English last semester.
-Use an apostrophe for plurals in grades
Jones had more A's on the final exam than last year.
-Do not use Mansfield in front of other district schools
Summit High School
-Do not use SHS or THS, however Mansfield High School trims to MHS and not Mansfield
-Timberview is one word
-Summit has one t
-Use full name of other Mansfield schools: Janet Brockett Elementary School
-Use "international" students not "foreign students"
-Texas and other state names are always spelled out – never use TX or Tx , even in an address
-Internet is always capitalized
-Use former in place of EX: former football coach not ex-football coach
-Names of halls in Legacy High are not capitalized unless specific
Smith moves to the academic hall from the elective side of the building
E-O102
-Use theater not theatre (unless theatre is used as a building in which a production takes place – in Legacy's case refer to theatre as the PAC)
-In captions or cutlines use the following method
- front row, second row, third row, back row
- do not capitalize
- go from left to right but don't print "left to right)
-When using titles with names in a list use the following method
- John Smith-treasurer, James McKinnon-president, Macy Bowen-vice president . . .

Journalism Staff Contract

Being a member of the journalism department requires a great deal of commitment. In order to avoid uncessessary conflicts concerning expectations and responsiblities, please read the following contract and have your parents look over it as well. All parties must sign at the bottom, and this contract will be placed in your file.

___The adviser has spent time reviewing with me important items within the Legacy High School Journalism Policy Manual. I know as a member of this department I am responsible for knowing all materials within and agree to abide with all within.

___I will be honest and professional at all times.

___I will openly communicate with editors, assistant editors, the adviser and other staff members

___I understand proper attire to wear while representing Legacy Student Media. I will dress professionally for the occasion.

___I agree to use the computers for journalism use only. I agree not to purposely connect to sites that contain crude, inappropriate materials including, but not limited to, violence, sexual content, chat rooms including messaging softwares, off color jokes or pictures or any other materials not consistant with professional use.

___I will NOT play games on the computer.

___I agree to be honest in attributing sources in all stories

___I understand during deadline times extra time may have to be spent in the journalism room to complete the deadline.

___I know the journalism room's phone number is 817-299-1169 and have informed my parents.

___I will keep a binder and include a notebook for quotes

___I will communicate with my parents on happenings of the journalism department and check the website regularly

___Mr. Mallett has a current email address for me and my parents on file (email:_____)

___I have reviewed the course syllabus online and understand the expectations and requirements

___I will be at my upmost best behavior on journalism trips and will act and dress in a professional manner

___I understand that if, at any time, I fail to meet the expectations on this contract and within this staff manual, I will be dropped from the department with the grade of F.

___I will not post any materials created for Legacy Student Media on other websites, blogs or social media sites.

___I will use my email account for journalism related items only and will use it professionally. And check it daily.

___My parents know I have an email accout through Legacy Student Media.

___My parents know materials I create in class may be posted online with my byline.

___My parents are ____ ok with me leaving campus for journalism related errands or _____ are not ok.

___My parents know any equipment I check out I am responsible for any damages or missing items

_____	_____
Journalism Staff Member	Parent/Guardian
_____	_____
Date	Date