



Legacy Student Media 2017-18

Journalism Staff Contract

Being a member of the journalism department requires a great deal of commitment. In order to avoid unnecessary conflicts concerning expectations and responsibilities, 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 advisers 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 software, off color jokes or pictures or any other materials not consistent 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 I must attend after school work sessions.
- I will keep a binder and include accurate quotes and resources for stories for fact checking. And it will be organized.
- I will communicate with my parents on happenings of the journalism department and check the website regularly.
- 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.
- 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 account through Legacy Student Media.
- My parents and I know materials I create in class may be posted online with my byline.
- My parents and I know any equipment I check out I am responsible for any damages or missing items.
- I understand that some of my peers are student leaders and will treat them with respect.
- I will check out of the classroom for any reason when I leave the classroom.
- I will not misuse my press pass or interrupt classes for non journalism related items.
- I will use my cell phone at appropriate times and leave it out of sight when not using it.
- I know grades are only updated on Sundays.
- I understand I have a grade conference at the end of each six weeks with an adviser.
- I will have any email to an adult approved by an adviser.
- I understand that all materials I create legally belong to me, but have agreed not to publish it personally until after graduation.
- I know the advisers suggest creating an online blog for a portfolio (photo is required).

- My parents are ____ **ok** with me leaving campus for journalism related errands or _____ **are not ok**.
- My parents are ____ **ok** with me leaving campus with another student for journalism related errands or _____ **are not ok**.

Journalism Staff Member

Parent/Guardian

Date

Date