



Mrs. Rachel Dearing and Mrs. Kayle Bandy

Jobe Journalism

2018-19 Staff Contract

Being a member of Jobe Journalism department requires a great deal of commitment. In order to avoid unnecessary conflicts concerning expectations and responsibilities, please read the following contract and initial each line. Then have your parents look over it as well. All parties must sign at the bottom, and this contract will be placed in your file. Please feel free to make a copy for your records.

- I will be honest and professional at all times.
- I will openly communicate with editors, the advisers and other staff members
- I understand proper attire to wear while representing Jobe Journalism. 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 the journalism room's phone number is **682-314-4428** and have informed my parents.
- I will keep a binder and include a quote form for all quotes collected.
- I will communicate with my parents on happenings of the journalism department and check the website regularly.
- I will be at my upmost best behavior on journalism endeavors 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 I will be dropped from the class with a failing grade.
- I will not post any materials created for Jobe Journalism on other websites, blogs or social media sites.
- I know I will use my MISD email account for journalism related items and will use it professionally. And check it daily.
- My parents know materials I create in class may be posted online with my byline.
- My parents know that I may check out camera equipment and that I am responsible for any damages or missing items.

I have read, understand and agree to the above statements.

Journalism Staff Member Name (Please print neatly)

Signature

I have read, understand and agree to the above statements. I have discussed these expectations with my child.

Parent/Guardian Name (Please print neatly)

Signature

Parent/Guardian Phone Number

Date