

FLOYD CENTRAL PUBLICATIONS CONTRACT

The following guidelines are essential for success this year. FC publications courses are production-oriented classes that are fairly informal, yet professional, in nature. However, certain procedures exist to ensure effective communication, organization, and professionalism. Failure to follow these basic guidelines will result in demerits, parent conferences, and possibly your removal from staff.

1. Always be on time -- Journalists must be on time. Be in your seat ready to begin the daily staff meeting (led by the editor-in-chief and/or managing editor) when the bell rings. I define a tardy as not being in your assigned seat and ready to begin when the bell rings. Yearbook staff members should carefully watch their time during fourth period to avoid being tardy when returning from lunch.
2. Pass Policy -- Press passes exist for publications business. These passes are not bathroom or locker passes. These press passes are privileges that should never be abused; do not go anywhere in this school without a legitimate reason to be there, and return promptly. Sign out with your name, destination, and time as you leave, and sign back in when you return. Students abusing the pass policy will lose all pass privileges for the year.
3. Remain busy and productive -- During class, all staff members are to be working on journalism assignments and publication business. **You may work on journalism assignments only during class.** If you are finished with all assigned work, assist others with their assignments, offer to help, or fine-tune your work. One quality of any true publication is that real journalists are rarely ever done -- they are constantly editing, refining, revising, tracking down additional or better sources, or looking for that next story. Producing a respected, quality publication requires that all staff members focus on journalism during class. Offer to help; don't wait until you are asked.
4. Maintain a professional atmosphere -- Work at your desk when not working at a computer, light table, or in the production room. Staff members should resist the temptation to "wander" the room instead of working -- this is distracting and detracts from the quality of the publication and the professionalism of the staff room.
5. Phones & Computers -- We recognize that you may need to occasionally use your cell phone for journalistic business during class. Do so only with permission from an editor and in the designated area. You should NOT use your phone for personal business or assume you may use it at any time for any reason. Phones are NOT to be used in the classroom at all. Computers in the lab are for journalism business only -- no computer games or Internet access without adviser or editor-in-chief permission. Do not change screensavers and/or download music. No food or drink in the lab.
6. Return materials and clean up -- Please use the last 3-4 minutes of class to return all materials to their original location, to save all computer files accordingly (do not leave your page/spread/story up!), to clean up your area, and to return desks to their proper rows. At the end of class, the editor-in-chief and/or managing editor should make sure all areas are clean. Materials left out will be thrown away. **Also, do not line up at the door at the end of class.**
7. Respect & Credibility -- Producing a quality student publication means establishing an informal, yet professional work environment. Keep all personal remarks and petty gossip and complaints about students, faculty, and/or school policies out of the room at all times. Keep language professional and appropriate. Avoid letting personal issues with other people interfere with our work. Display integrity and act professionally in all publication business -- this includes while conducting interviews, attending journalism workshops and conventions, covering events, and selling ads. In addition, remember, how you act in all aspects of high school life at FC impacts your credibility as a student journalist and, ultimately, your position on staff. Being on a FC publication staff is a privilege; disrespect to FC faculty members and/or students and/or inappropriate behavior in any aspect of high school life may result in your removal from staff.
8. Meet all deadlines -- Deadlines are essential to the success of any publication. Specific deadline policies exist for all FC publications. **Assigned work is due on the assigned date regardless of absences.** If you are absent on a due date, you **must** contact your editor and ensure that your assignment gets here by the beginning of the class period. Penalties for missed deadlines include grade reductions, parent conferences, and eventual removal from staff.
9. Attendance -- Your primary goal should be to produce a quality student newspaper or yearbook at FC. That will require a great deal of time, dedication, and hard work, but will be greatly rewarding as well. Journalism students do not always have nightly homework assignments. However, recognize that attendance at after-school work sessions and events (which you'll be covering and photographing) is essential. In addition, regular daily attendance is crucial to producing a newspaper or yearbook and will factor into your grade. Deadlines do not automatically alter because of absences. If you must miss school while on deadline, please contact your editor (you have a staff phone and e-mail list) so that he/she can plan accordingly. Also, leave a message with the adviser immediately. **Regular attendance at school and periodic attendance at after-school work sessions and FC events are requirements for these classes.**

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10. **Before and After-School Work Sessions** -- Students are encouraged to budget their class time wisely so they can complete all work in a timely manner. However, a limited amount of before and after-school work time is scheduled each month for publications work. First, the staff room will be open each morning at 7 a.m.
 - In addition, *Bagpiper* journalism students may work after school until 5 p.m. on Deadline Days (any staff member with work left to finish is required to attend this session; editors-in-chief and section editors must be present). Most *Bagpiper* Deadline Days are Thursdays and Fridays and the following Monday. *Bagpiper* editors-in-chief will PDF and email pages to the *Tribune* immediately after school on Tuesdays of Deadline Week. You have been given these dates at the beginning of the year; plan to be at these sessions.
 - Yearbook staff members can expect after-school sessions to increase in April, May, and June as we complete the book. Yearbook work sessions will occur after school occasionally beginning in October if work needs to be completed. Yearbook work is required for several days after the close of school in June as we complete the book. Those with work to be done are required to stay. All after-school work sessions are organized and managed by editors-in-chief and/or managing editors, who must be in attendance. These dates are being announced now, so make any arrangements necessary if you work a job.
11. **Advertising Sales** -- Advertising sales are an essential part of producing any student publication and are required for this class. Staff members will have to contact local businesses in person in the beginning of the school year to sell advertising for the newspaper and/or yearbook. This is never as difficult or as stressful as it sounds, so do not stress out -- we will discuss advertising sales techniques in class and you will be prepared. Most ad sales are completed in the first few weeks of school.
12. **Equipment** -- Students will occasionally check out some very expensive equipment, including laptop computers and cameras. When you sign these materials out, you are responsible for returning them in the same condition in which you checked them out. Lost and/or damaged equipment must be fixed and/or replaced at cost of the student and his or her parents in a timely manner. If you do not want this responsibility, prepare to purchase and/or utilize your own equipment.
13. **Field Trips** -- Students will occasionally have the privilege to attend conventions and workshops during the school year and in the summer. Remember that all school rules apply on these trips and that you are expected to represent yourselves and FC Journalism well. Failure to adhere to FC school rules will result in your immediate removal from staff and a grade of F for the course. Also, if you commit to attend these events, it is expected that you will hold to this commitment. Please **do not** cancel and/or back out of conventions and/or workshop opportunities once you have committed.
14. **Ethical, Responsible Journalism** -- You are a student journalist who has been granted the opportunity to practice quality journalism without prior review or censorship. Respect this privilege by always practicing journalism that reflects the core values of truth, courage, integrity, and freedom. **Plagiarism, falsification of sources and/or stories, and dishonest reporting or unethical practices will not be tolerated and will result in a grade of F for the course, as well as immediate removal from the class. You have been told this ahead of time; there are no exceptions.**
15. **Remember: Attitude is Everything** -- **Strive to display a positive, professional attitude and to enjoy the experience of journalism at FC. Strive to give more than you take each day. Strive to leave your publication program better than you found it**

Please read all above guidelines carefully, then sign and return the form below by the due date after having your parents read and sign.

I have read, understand, and agree to all of items listed in the above FC Publications Contract for Journalism II/III/IV and/or Yearbook classes at Floyd Central High School. I will produce quality work on or before the deadline. I will give a complete effort and display a professional, positive attitude as staff members work together to produce a quality publication at FC. I understand that my attitude, actions, and behavior in all aspects of high school life affect my credibility as a journalist and the reputation of my staff. Therefore, I will hold myself accountable to the highest personal and professional standards as a FC student and journalist. I realize that failure to adhere to all guidelines listed here will result in my removal from staff.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____