



# **GEHS JOURNALISM STAFF MANUAL 2021-2022**

## **Introduction**

Hello and welcome to the journalism department! My hope is being involved in this program will be one of your richest experiences at Gardner Edgerton. You'll learn to develop a crazy work ethic, and the team building atmosphere will teach you lifelong skills (plus you'll make some unexpected friendships along the way!). All of your hard work will lead to the moment when you get to put your end product in the hands of your peers, teachers, and parents. You'll see people reading your news article at lunch, browsing through the yearbook at the signing party, and watching your videos on YouTube - all YOUR creation, what YOU made, despite the challenges and obstacles along the way. Get ready for a fun, creative, bumpy, silly, exciting ride. You're making history here at Gardner Edgerton!

-Jeni Daley, Journalism Adviser

# Department Information

## CONTACT

The journalism department may be contacted by mail at:

Gardner Edgerton Journalism  
Gardner Edgerton High School  
425 Waverly Rd  
Gardner, KS 66030

The department's phone number is:

(913) 856-2640

To reach the journalism staff by email, contact the adviser at:

Jeni Daley  
daleyj@usd231.com

## INSTRUCTIONAL PHILOSOPHY

•Being a lab atmosphere, most work will be completed individually or in small groups, but students must consistently work with others as a team as collaboration is key to success. Students are expected to brainstorm, photograph and write stories while researching and interviewing. Design and professional use of multimedia platforms are major components in the field of 21st century journalism as well. The instructor will reinforce skills in AP style writing and other journalism skills weekly. Journalism is an exciting and fun opportunity for students to gain real world career experience in the fields of writing, advertising, public relations, communications, branding, social media, graphic design, blogging, and more. They are expected to take their position seriously and adhere to all professional practices of a job.

## PURPOSE

•The Blazer (both print and online editions) and The Trailblazer yearbook are platforms for journalism students designed to serve the total school community. Publications and online platforms 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 Blazer and The Trailblazer serve their audience with accurate and factual reporting on significant aspects of school life and subjects of concern to its readers. As an independent observer, the publications should use their unique access to news and a broad perspective to lead the school community toward constructive accomplishments. The Blazer and The Trailblazer entertain audiences through clever, creative approaches to writing, photography, design and coverage of the human spirit.

•Gardner Edgerton 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 Gardner Edgerton High School journalism experience should encourage students to become more creative and strive to master skills of the trade while entertaining and enlightening the GEHS student audience.

•The primary audience of each publication is the student body.

•Student journalists will seek a variety of sources both within and external to GEHS who help provide accurate information, deeper perspective, and/or provide expert information that aid in the development of a professional story.

•Gardner Edgerton 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.

## **MISSION/GOALS**

The mission of the GEHS Journalism is to be the most accurate, most thorough and most interesting source of news, sports and entertainment for the GEHS campus community. The principles that staff members should operate on are:

- \* To assertively seek content that has high interest, impacts the reader, provokes discussion and advances the reader's knowledge
- \* To react quickly to any newsworthy events, whether on campus, around campus/Gardner or in another part of the world (if it impacts our readers).
- \* To make the products as relevant to readers as possible by knowing what has happened, what is happening and what will happen in the news
- \* To create a product that is a reflection of the diversity of the backgrounds, goals and interests of the readers.
- \* To consistently adhere to the ethical guidelines of Gardner Edgerton and foster the most professional environment possible at all levels.
- \* To develop and become technically, ethically and successful student journalists.

As journalism staffs, we have the following goals:

- Produce a high quality yearbook and newspaper as an end result of instruction on and expansion of journalism skills
- Learn, understand and apply organization planning, self-management in groups settings and under student leadership
- Know and use media outlets to enhance coverage and needs of the audience
- Learn time management skills by meeting deadlines
- Use and understand principles of design, photojournalism and coverage
- Examine and expand writing and reporting methods
- Design and execute a successful advertising and sales campaign using surveys, stats and other media outlets
- Use and understand press law and legal issues related to publications and student publications
- Expand copy editing, proofreading and design for publications
- Use and understand public relation skills in interviewing

## **TIME COMMITMENT**

Journalism is a time consuming activity and it is the responsibility of each journalist to be present at each activity and perform to the best of his/her ability. Because of the many hours involved in researching, reporting, shooting, and covering events, other school and non-school activities may have to be limited. It may not be feasible, nor in the best interest of the student, the staff, or the school for a student to be a journalist (especially editors and aspiring editors) and hold another major position which requires major time expenditure. The adviser will review school participation conflicts in an attempt to solve the problem while considering the best interests of the individual, as well as the interests of the journalism staff and other school organization. Everyone must share equally in the behind the scenes work, as well as the covering all school

events. It is sometimes difficult for staff members (particularly editors) to have after school jobs because of the time required outside of class. If a student does have a job, missing a deadline or a required event because of work will be considered an unexcused absence. It is important that students have accessible transportation to events they are required to cover.

## Publication Information

### PUBLICATION NAMES

- The name of the Gardner Edgerton High School student newspaper is The Blazer. The online newspaper is located at [GEHSnews.com](http://GEHSnews.com).
- The name of the Gardner Edgerton High School yearbook is The Trailblazer.
- The Gardner Edgerton High School Journalism Department is located at Gardner Edgerton High School in room 316.

### 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 is to raise money for the department by bringing the buyer and seller together, thus making it a vital part of school publications.
- School publications reserve 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 Gardner Edgerton community.
- All ads are subject to review by the adviser and editor staff.
- All staff members are required to solicit ads.
- 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.

### DISTRIBUTION

- The Blazer can be accessed any time at [GEHSnews.com](http://GEHSnews.com) by students, staff members, and citizens in the community and is free.
- The Trailblazer is distributed during the last few weeks of the school year in May. Approximately 900 copies are purchased each year, depending on yearbook sales.

## **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 aspects 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 therein determine if the source is credible.
- 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 attack a person. Only policy related material may be published.

## **FREQUENCY & FORMAT**

- The Blazer is the responsibility of the journalism newspaper class offered by Gardner Edgerton High School. The Blazer will be updated weekly and it's possible with funding that print editions will also be offered.
- The Trailblazer is published once a year and distributed in May. The Trailblazer is the responsibility of the journalism yearbook class offered by Gardner Edgerton High School.
- The Trailblazer is published by Herff Jones Publishing's Edwardsville plant.

## **AUDIENCE**

School publications are written primarily for the 1,750+ students who attend Gardner Edgerton High School. When selecting which news items to cover, the primary audience is always the priority. Secondary audiences, which may receive the newspaper and/or yearbook, include:

- Gardner Edgerton Middle Schools
- Faculty, Staff, Administration of Gardner Edgerton High School
- Advertisers
- Parents
- School Board Members
- Members of the community at large
- Other school journalism programs
- JEA , NSPA , CSPA and other professional organizations

## **Course Descriptions**

## INTRO TO JOURNALISM (21ST CENTURY JOURNALISM)

**Prerequisite:** None

**Credit:** ½ per semester

**Grade:** 9, 10, 11

Anyone interested in joining the newspaper or yearbook staffs starts with this course to learn the basics. Students will explore all aspects of 21st-century journalism, including how to adapt language for purpose and situation, how to use oral and written communication skills, and how to solve problems with creativity, innovation, and critical thinking skills. They will also use leadership and teamwork to collaborate to accomplish organizational goals and meet deadlines. Learning the basics of writing, design, marketing, and video production, students will be equipped with the skills to move forward in the world of journalism. After successful completion of the course with a grade of B or above, students will have the opportunity to apply to be part of the newspaper or yearbook staffs.

## YEARBOOK STAFF

**Prerequisite:** B or above in Intro to Journalism (21st Century Journalism), Application AND signed permission of Journalism Adviser

**Credit:** ½ per semester (expected to enroll in both semesters)

**Grade:** 10, 11, 12

Being part of the yearbook staff offers the opportunity for students to learn how to organize, develop, and produce a school yearbook from scratch. Accepted applicants will utilize design, writing, photography, marketing, interviewing, entrepreneurial and leadership skills to design a professional publication. Your homework in this class lasts forever! Students enrolled are expected to continue the class for the entirety of the year.

## NEWSPAPER STAFF

**Prerequisite:** B or above in Intro to Journalism (21st Century Journalism) OR B or better in Honors English, Application AND signed permission of Journalism Adviser

**Credit:** ½ per semester

**Grade:** 10, 11, 12

Being part of the newspaper staff offers the opportunity for students to learn how to produce a monthly publication from scratch. Accepted applicants will utilize design, writing, photography, marketing, interviewing, entrepreneurial and leadership skills to design professional issues of the student newspaper, The Blazer. The staff will work together as a team to both create a print publication and keep the Online Blazer up to date. Students enrolled are expected to continue the class for the entirety of the year.

## PHOTOJOURNALISM

**Prerequisite:** B or above in Photo I, AND signed permission of journalism adviser

**Credit:** ½ per semester

**Grade:** 11, 12

Students interested in taking photos for school publications can enroll in photojournalism, a course specifically designed to practice professional photography skills in the field of journalism. Students are required to attend several events on a monthly basis and use school equipment to photograph a variety of subjects and events. Students enrolled are expected to continue the class for the entirety of the year.

## ADVANCED PROJECTS IN JOURNALISM

**Prerequisite:** B or above in newspaper or yearbook staff, application with project proposal, AND signed permission of journalism adviser

**Credit:** ½ per semester

**Grade:** 11, 12

Journalism staff members with a major project in mind OR editors on staff will have the opportunity to further their commitment to the staff through independent study. Students selected as editors of the newspaper or yearbook staff may take advanced projects to fulfill their extensive editor duties. Juniors or seniors who have been committed to the newspaper or yearbook staff may submit a project proposal to the journalism adviser for how they could use their time wisely to complete a major project for their staff in advanced projects. Project proposals may include: an extensive marketing plan for the yearbook; a plan to completely overhaul the photography organization for the staff; a comprehensive interview plan to gather quotes from every member of the senior class, etc. Project proposal should be in writing and approved by journalism adviser before enrolling in course.

## GRADING

Each month, students will have a variety of major, minor and homework grades derived from the following: assessments, writing pieces, deadlines, photography assignments, coverage assignments, interview projects, design assignments, technology work, peer editing exercises, advertising, etc.

The writing process, including peer editing, is an integral part of journalism. Students will be evaluated on the entire process from prewriting to the final draft, not just the final product. Students must participate in the ongoing process (as both writer and peer editor) to receive credit.

Student evaluation of peers must be conducted in a serious and respectful manner and should include positive feedback, as well as any relevant suggestions for improvement. Students will hold each other accountable through peer evaluations, and will honestly assess their own contributions through self evaluations.

Students may always write more than the minimum story requirement or post more than the minimum photo requirement.

## MATERIALS

- Calendar or planner (bring it each day, digital is OK but only if it WORKS. If you miss a single event, you'll be required to get a paper planner with frequent checks)
- A binder with loose leaf paper (for notes/interviews) or spiral

- Pocket folder or dividers with pockets (for handouts – keep EVERYTHING)
- Something to write with each and every day

## Academic Policies

### BOARD OF EDUCATION AND ADMINISTRATIVE POLICY

- The Board of Education and the Central Administration of USD 231 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 Gardner Edgerton 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 journalism's activity fund. These funds help support journalism field trips, printing, equipment, and supplies.
- 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 is not necessarily in agreement with the administration of Gardner Edgerton USD 231 school district.
- Neither the board of education nor the Gardner Edgerton administration reviews publications before print unless the adviser chooses to do so as a courtesy. All printed coverage is decided upon and created by students, and student editors have final say.
- The purpose of The Blazer and The Trailblazer are to be independent publications for the free expression of ideas of student journalists. The adviser's job is to coach and provide advice, but each publication is made by students, for students.
- Editorials represent the staff writers listed. Opinions are not generally those of the adviser, its editors, student body, faculty or administration.
- The First Amendment and the Kansas Student Publications Act serve as guiding principles for how the board, administration, teachers, community members and other external stakeholders interact with student journalists.

### RESPONSIBILITY FOR ACCURACY AND OBJECTIVITY

- School publications aim 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. However, the student-run media is subject to unintentional errors.
- 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 disciplinary probation.
- Each staff member is responsible for quote collections through digital recordings that are the property of Gardner Edgerton High School journalism.
- Most of what is published is the work of individuals. The staff and adviser are responsible for all material which appears in school publications. Administrators have a non-review role.
- 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.
- 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 KSPA, NSPA, CSPA Quill and Scroll, 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 cited within the story and proper permission must be obtained from the source.
- 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 Gardner Edgerton Student Journalism Department cannot be reproduced in any fashion without consent from the writer and the adviser.

## **COPYRIGHTS**

- Any student work create for Gardner Edgerton Publications is property of Gardner Edgerton High School student media until the student graduates.
- Student photographers cannot distribute or sell any photographs taken with journalism equipment. By doing so, they risk losing photography privileges and dismissal from the program.
- Students will not use music or photos protected by the US Copyrights law for any project.
- Any outside organization requesting photos, stories or other created student materials must have permission from the student and adviser and proper credit must be given.

## **ETHICS**

•Students will use the Society for Professional Journalists' [Code of Ethics](#) as a basis for challenging and/or controversial material. The Code of Ethics provides four components:

1. Seek truth and report it
2. Minimize harm
3. Act independently
4. Be accountable and transparent

•Although these ethical standards will be upheld, it is ultimately the responsibility of student journalists with perspective from their adviser to make final decisions on what information their primary audience wants and needs to know.

## **GUIDANCE**

•Beyond their advisers, students or the adviser may reach out to professional organizations to provide guidance in the case of legal or controversial issues. The Student Press Law Center, Kansas Scholastic Press

Association, and the Journalism Education Association may be consulted in these cases. Professional journalists and journalism professors at the college level may also be consulted. Other journalism advisers, especially highly respected and local contacts, can provide additional information or guidance in special circumstances.

## **PROHIBITED WORK**

•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 and encourage the use of the following:

- ◆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 encouraging the following:

- ◆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 thereof
- ◆anything that lacks serious literary, artistic, political, or scientific value

•Although encouraging libelous or obscene acts is prohibited, it is up to the editorial staff on what controversial subjects to cover in a journalistic way, adhering to the highest journalism ethical standards. Reporting will be based on facts, but may include individual opinions of students and staff that do not necessarily represent the views of the board of education, administration, staff, or student body. The journalism staff or staffs will seek to cover these controversial topics in a comprehensive way using tact, extensive research and data, and that provides an informative outlook on the topic.

## **ACADEMIC DISHONESTY**

- The Random House College Dictionary defines plagiarism as "the appropriation or imitation of language, ideas and thoughts of another author, and representation of them as one's original

work.” Any student caught plagiarizing will be held to the strictest accountability; this includes all major and minor assignments.

- Copying materials, ideas, words or phrases will not be tolerated in any fashion. Students must create their own work. Students must cite any references or resources used in this class.
- Cheating in any fashion on any kind of assignment or test/quiz/project, no matter how large or small, is academic dishonesty.
- Remember that plagiarism won't only hurt your grade, but it will hurt our credibility and the integrity of our program. This is different than other classes.
- Any incident of academic dishonesty will receive an office referral, will receive a grade of 0 and *will possibly result in removal from the staff.*
- DO NOT make up quotes. Do your work.

## **SOCIAL MEDIA/WEB POLICY**

- Any student work cannot be posted to personal social media sites, blogs or websites - links to work can be posted.
- Journalism 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, websites, blogs can only use these outlets for journalism reasons (social media sites are to be used for headline and information only – no editorializing or promoting of personal items or agenda).
- If a student misuses journalism social media accounts in a way that is unprofessional or inappropriate, they will lose access to these accounts and may face disciplinary or probationary consequences, decided upon by the adviser.

## **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 digital record and 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 at 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. You must be in the journalism room when the door closes.
- Dress professionally when representing journalism
- > Official shirt is required for competitions and must be packed for all trips for award ceremonies
- > Photographers and reporters must always wear press pass
- Students must always sign out (and check with an editor or adviser) when leaving the journalism room
- Phones must be in your pocket, purse or backpack
- Keep a quote book (either in Google Drive or school binder) and digital record of interviews
- Communicate with your parents what is happening in journalism and inform them ahead of time of any commitments/school events you need to attend
- Check email on a daily basis
- Participate in class every day
- Be accountable, reliable, and do your part

## **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
- Use your phone during meetings or instruction time
- Use Mrs. Daley’s computer or the editors’ computers
- Interrupt other teacher’s classes for non-journalism business
- Miss a deadline
- Curse, slander, provoke, or use any other language not becoming of a professional
- Use your music player without permission from Mrs. Daley
- Play any game on the computer
- Use social media on the computer or your iPad (unless for journalism purposes)
- Use other people’s materials without asking
- Cause drama
- Interrupt a teacher’s class more than once in a class period
- Take videos of students or teachers without consent
- Misspell names
- Post journalism photos on social media or blog sites
- Send journalism photos to friends

## **CELL PHONES**

Although cell phones are a great resource, rarely will they be used in the classroom. It is the responsibility of the student to keep their cell phone in their backpack during instruction time. If Mrs. Daley has to ask a student to put a phone away, it will immediately go in the “Cell Hotel” (a basket near the adviser’s desk) until the end of class. The same applies to computers and other devices that become a distraction.

Students will not be allowed to leave the classroom to go get their phone. If a parent needs to contact a student during class, it is expected that they call the office or Mrs. Daley’s desk phone: (913) 856-2640.

## HEADPHONES

Working together as a team is one of the most important aspects of journalism. In addition, it is a school policy that headphones are not allowed in the classroom except for use on specific assignments, if necessary. Headphones should not be worn around the neck during class, as they are easy to slip in. Headphones are expected to be in your bag at all times until the adviser says otherwise.

## DISCIPLINE PROCEDURES

The following actions will be taken by any staff member, editor, or adviser 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 offense – Call to home
- Third offense – a conference will be set up between parent and adviser to determine student's future in program, and grade will be dropped full letter grade. Further action may also be taken.

### 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
  - o i.e. games, social media, anything leading to procrastination from assignments
- A student accessing content from the Internet prohibited by the Gardner Edgerton School District will be removed from the class immediately
  - o 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.

## 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.
- Staff members are responsible for condition of equipment and must pay for any damages in full.
- Students will log on to computers using their own school-issued username and password. They are responsible for any activity on their computer while logged on.
- Journalism computers will be used for journalism purposes. Anything deemed outside the realm of journalism must be approved by the adviser.

## COMPUTER STORAGE

All files will be saved and maintained on the journalism server or shared through Google Drive

## EMAIL ACCOUNTS

Staff members are responsible for checking email every weekday and corresponding in a timely, professional manner. This email will also be used to correspond with sources. Proper grammar, spelling and punctuation are expected and required.

## 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.

## CAMERA CHECK-OUT

- 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 Mrs. Daley approve its condition
- All staff members are responsible for damage or loss of equipment. It is the financial responsibility of the person the equipment is checked out to to pay for any damages.

## LEAVING THE CLASSROOM

### On Journalism Business

- All students will be issued a press pass and must be worn anytime outside the journalism room on journalism business.
- You are issued ONE press pass during the first month of school. Replacement cards cost \$5
- Sign out when you go and sign in when you return.
- Always act in a professional manner when representing Gardner Edgerton Journalism. Remember, when you leave the classroom on journalism business you are working, not visiting with friends, going to the vending machines, wandering, etc.
- Even if you have a press pass, you need permission to enter a classroom on journalism business. Be polite and professional, wait for the teacher to pause before speaking, and state your purpose when entering. Thank the teacher when leaving and be as least of a distraction as possible!
- One strike and you will not be allowed to leave the classroom again for the rest of the semester.

### Bathroom Policy

At the beginning of the semester, you will be given 5 passes to go to the bathroom or get a drink during class. Each time you use one, you lose one. Use them wisely as you will not be able to leave the room after using your passes! \*The adviser may make an exception for emergencies, but do not abuse this.

## 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 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 medications 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 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 advisers' phone numbers 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

## Job Descriptions

(Note: Not all editor positions will be filled every year. Editor positions change from year-to-year based on needs of staff.)

### **YEARBOOK**

#### Adviser

- Trains the staff to create the yearbook – but does not do it for them. Gives advice and asks questions; however, the copy, the designs and the photos are produced by the students.
- Completes a final review of the content of each deadline prior to submission.
- Communicates clearly and often with the yearbook staff – putting communications in writing.

- Meets the day after each deadline to review what worked well and what could be improved.
- Selects the next year's staff.
- Maintains communication with administration.
- Sends information out to parents regarding senior ads.
- Meets weekly with editor-in-chief to discuss staff functions, schedule, budget, and more.

### **Editor-in-Chief**

A good editor is critical to producing a good yearbook. The editor is responsible for the overall content and development of the yearbook. Though the duties are primarily supervisory, he or she can't be above helping with the day-to-day tasks of putting the yearbook together. The editor must be able to manage and motivate the staff members.

- Responsible for the overall planning and production for the book.
- Works with adviser and other editors to develop a workable schedule to assure deadlines are met.
- Prepares and maintains the production schedule.
- Responsible for meeting the printer's deadlines.
- Follows up with other editors to see deadlines are met.
- Oversees selection of theme, ladder diagram, selection/design of cover and endsheets.
- Assures theme development throughout the book.
- Checks each complete page before submission to the publisher.
- Handles any disputes among staff members with help from adviser.
- Supervises all staff members.
- Delegates specific tasks to other staffers in a fair and equitable manner.
- Promotes teamwork and staff morale.
- Meets weekly with adviser to ensure yearbook is on deadline.
- Creates instructional strategies to help staff grow over the course of the year.
- Provides direction and constructive feedback to staff members.
- Leads team of editors.
- Works to build up staff morale.
- Encourages and motivates staff through celebrations.
- Plans buildup to deadlines and coordinates snacks, games, music, etc. to help staff meet deadlines.
- Regulates any disciplinary measures to staff members in special circumstances.

### **Layout Editor**

- Responsible for layout/design and art for all pages in the book.
- Works with the editor in chief to design the opening, division pages and closing.
- Works with section editors and editor in chief to develop master layouts for each section.
- Checks all layouts for completeness and consistency in design before submitting to the editor in chief.
- Works with editor in chief to develop instructional strategies to teach other staff members creative tools/processes.
- Provides design inspiration for staff members.
- Works with business editor to design advertisements.
- Coordinates and designs all senior ad pages.
- Works with business editor to design all sports ad pages.



- Works with business editor to design all business ad pages.
- Designs opening and closing spreads.
- Approves all design before sent to printer.
- Helps create a consistent brand of the yearbook and coordinates events that showcase the value of a student publication.

### **Business Editor**

- Responsible for the overall financial success of the yearbook.
- Works with the adviser and editor to set up the budget.
- Coordinates and oversees the sale of books.
- Coordinates and oversees the sale of advertising, including business ads, senior ads, and sports ads.
- Communicates with sports teams and parents to collect materials for sports ads and designs ads.
- Communicates with businesses to collect materials for business ads and designs final ads.
- Coordinates and oversees the fund-raising activities.
- Handles recordkeeping for all business-related matters.
- Assigns specific prospects for staffers to call.
- Mails invoices to advertisers and collects payments.
- Keeps a record of all sales reports.
- Supervises the design of ad pages and the preparation of ads sold.
- Manages the yearbook marketing, promotion and sales.
- Devises a sales strategy and timeline.
- Instructs and motivates staff members on sales techniques.
- Keeps track of how many books are sold and creates a plan to sell out of yearbooks.

### **Photography Editor**

- Responsible for all picture assignments, to see they are taken and final images are uploaded properly in a timely manner.
- Coordinates photo calendar making sure all events are covered.
- Runs social media outlets for the yearbook.
- Responsible for digital organization of photos.
- Creates weekly challenges and assignments for photographers to complete.
- Works with layout editor and staff members to capture staged photography for variety of pages.
- Coordinates Best of the Best.

### **Copy Editor**

- Responsible for all copy (headlines, stories, captions).
- Sees that the copy is written.
- Sees that the copy is edited for accuracy, completeness and interest.
- Sees that the copy is edited for uniformity of capitalization, punctuation and spelling.
- Compiles a style book for writers to follow.
- Proofs all final copy before submission to the editor in chief.
- Keeps staff organized.

## **Photographer**

- Shoots at least one event and two school day events per week.
- Edits and organizes photos
- Brainstorms possibilities for every assignment, including a variety of photo shapes, action, angles and perspectives.
- Notifies the photo editor in advance if he or she can't meet an assignment.
- Confirms with page editors that shots provided fill all needs for the spread; if not arrange for another opportunity to shoot the assignment.

## **Designer/Staffer**

- Works alone or with a team to complete assigned spreads.
- Completes photo request forms for each assigned spread.
- Chooses/crops/labels photos for each assigned spread.
- Inputs spreads into computer.
- Checks pages for completion before submission to editors.
- Is responsible for making all assigned deadlines.
- Checks spelling of every name on each completed page.
- Inputs spreads into the computer.
- Spell checks and proofreads all copy before submitting to copy editor.
- Checks pages for completion before submission to editors.
- Is responsible for making all assigned deadlines.
- Must stay at lunch or after school when necessary to make assigned deadlines.
- Sells ads, help with sales and distribution and any other tasks as needed/assigned by editors or adviser.
- Responsible to editorial board and adviser.

## **NEWSPAPER:**

### **Editor-in-Chief**

The editor-in-chief is ultimately responsible for the operation of the staff and the content. When disagreements arise amongst the staff, the ultimate decision concerning all matters rest solely with the editor-in-chief and the adviser. As a leader of the staff and of the school, the editor maintains a high profile and will strive to maintain the Tradition of Excellence of not only the staff, but of Gardner Edgerton High School as a whole. Duties of the editor-in-chief include, but are not limited to those listed below:

- Responsible for the overall planning and production of the newspaper.
- Works with adviser and other editors to develop a workable schedule to assure deadlines are met.
- Prepares and maintains the production schedule.
- Responsible for meeting the printer's deadlines.
- Follows up with other editors to see deadlines are met.
- Oversees selection of stories, design of pages, front page design, and format of newspaper.
- Assures consistent quality and coverage throughout the publication.
- Checks each complete page before submission to the printer.
- Handles any disputes among staff members with help from adviser.

- Supervises all staff members.
- Delegates specific tasks to other staffers in a fair and equitable manner.
- Promotes teamwork and staff morale.
- Meets weekly with adviser to ensure newspaper is on deadline and staff is growing.
- Creates instructional strategies to help staff grow over the course of the year.
- Provides direction and constructive feedback to staff members.
- Leads team of editors.
- Works to build up staff morale.
- Encourages and motivates staff through celebrations.
- Plans buildup to deadlines and coordinates snacks, games, music, etc. to help staff meet deadlines.
- Regulates any disciplinary measures to staff members in special circumstances.

### **Digital Editor**

- Responsible for coordination of all digital content, including Online Blazer, social media, photos and digital media.
- Responsible for all picture assignments, to see they are taken and final images are uploaded properly.
- Runs social media outlets for the newspaper.
- Responsible for digital organization of photos.
- Coordinates photography staff schedule.
- Works with layout editor to design Online Blazer.
- Creates digital strategies for online engagement.
- Coordinates uploading all stories to Online Blazer.
- Works with audio/visual production class to coordinate video content.
- Responsible for all things technology.

### **Layout Editor**

- Responsible for coordinating layout/design and art for all pages in each issue.
- Provides constructive feedback to designers to create a consistent high quality publication.
- Checks all layouts for completeness and consistency in design before submitting to the editor in chief.
- Works with digital editor to provide creative content to social media channels.
- Works with editor in chief to develop instructional strategies to teach other staff members creative tools/processes.
- Provides design inspiration for staff members.
- Works with business manager to design advertisements.
- Helps create a consistent brand of the newspaper and coordinates events that showcase the value of a student publication.

### **Copy Editor**

The copy editor is responsible for ensuring that all copy in each issue is of sound journalistic value, adhering to the policies for content and ethics established in the GEHS Journalism handbook. The copy editor has the following responsibilities:

- Responsible for all copy (headlines, stories, captions).
- Sees that the copy is written.
- Sees that the copy is edited for accuracy, completeness and interest and provides specific feedback to reporters.

- Sees that the copy is edited for uniformity of capitalization, punctuation and spelling.
- Compiles a style book for writers to follow.
- Proofs all final copy before submission to the editor in chief.
- Keeps staff organized.
- Responsible for improving quality of content and coverage of events.
- Brings creative ideas to the table of new story topics.

### **Business Editor**

The business manager will oversee the operations of all business-related operations, but will primarily be responsible for the promotion and tracking of advertising sales. Duties of the business manager include the following:

- Responsible for the overall financial success of the newspaper.
- Works with the adviser and editor in chief to set up the budget.
- Coordinates and oversees the sale of advertisements for the newspaper.
- Coordinates and oversees the fund-raising activities.
- Handles recordkeeping for all business-related matters.
- Assigns specific prospects for staffers to call.
- Mails invoices to advertisers and collects payments.
- Keeps a record of all sales reports.
- Supervises the design of ad pages and the preparation of ads sold.
- Manages the newspaper marketing, promotion and sales.
- Devises a sales strategy and timeline.
- Instructs and motivates staff members on sales techniques.

### **Section Leader**

Assist each writer in your section with the writing of meaningful copy, especially by giving input during the prewriting and revision process. Give creative ideas as to what could be done to improve each person's story.

- news, feature, entertainment, sports, opinion, personalities
  - Proofreads all copy for specific section in Google Docs, particularly watching for balanced coverage which tells all sides of the story, accuracy of facts and inclusion of solid background information and meaningful quotes
  - Addresses issues of editorializing in copy so that writers may eliminate it during revision
  - Assist writers in developing voice in their stories while still maintaining journalistic style
  - Edits for grammar, usage and mechanics
  - Meets with the editor, writer and photographer in one-on-one meetings. Needs to have read the story prior to this meeting and have suggestions prepared
  - Works with editor to assign stories in specific section.
  - Checks with each writer to ensure he or she has met with the photo editor and photos are assigned
  - Attends layout for specific section and stays until section is completed. Editor and design editor need to sign off on section pages
  - Calls section meetings and has a plan. Must be professional and know what's going on.
  - Is on time for weekly editorial meetings (you may miss them only if you've told the editor and managing editor and have someone in your place from your section)
  - Ensures that all copy in specific section is of sound journalistic value and adheres to the policies for content and ethics established in the STAR handbook

- Offers story ideas and content suggestions to the web editor in order to form a productive connection between the print newsmagazine and website

## **Staffer**

Members of the staff commit themselves to responsibilities related to all areas of newsmagazine/online production, from sales to photography and page production. Staff duties will include the following responsibilities:

reporting and writing

- Brainstorms and researches to develop an angle for all coverage opportunities
- Provides complete coverage by addressing all sides of a story
- Writes fair and accurate stories
- Confirms all facts given in quotes to ensure accuracy
- Gathers accurate information and double checks all facts
- Writes interesting stories and information packed captions
- Willingly revises stories and captions in order to improve the overall quality of the publication
- Uses correct grammar, usage and mechanics

photography

- Composes interesting photos when assigned by photo editor
- Abides by ethical standards of photography

sales and marketing

- All staffers are expected to do their best to raise funds for production, staff trips, and incentives and activities of the staff.

other responsibilities

- Uses all equipment responsibly
- Maintains a neat and orderly work area and classroom environment
- Abides by school policies and the staff code of ethics while representing the staff

## **Adviser**

As GEHS Journalism is a limited open forum for student expression, the adviser's tasks do not include determining or editing content. Rather, the adviser will serve as a resource to the staff by providing the following services.

- Provides instruction in all areas of journalism relevant to production of a journalistically sound newsmagazine
- Approves all content before publishing
- Appoints/demotes editorial staff
- Advises students on means of improving both individual and collective work
- Challenges students to perform their best
- Acts as a liaison for organizing/coordinating events which will have an effect on other members of the school community (i.e.: distribution, fundraisers, deposits to bookkeeper, etc.)
- Plans convention and work trips
- Serves as a mediator for staff-related issues which cannot be resolved by the staff
- Acts as a liaison between the printer and the staff
- Grades student performance and the final product
- Terminates staff members if necessary

- Adviser will be shown all content for the website in an effort to advise the editor-in-chief about possible problems before content being posted on the web

### Principal, Superintendent, School Board

The principal, superintendent, and school board recognize GEHS Journalism as a limited public forum in which they act cautiously and prudently in exercising their rights under Tinker and Hazelwood legislation, plus the Kansas Student Publications Act, allowing students to practice their First Amendment right of freedom of press in an environment free of prior review, prior restraint and/or censorship. Their role, therefore, is to support this environment by providing the following to the GEHS Journalism staff:

- A qualified journalism instructor committed to excellence in scholastic journalism
- Financial support through the funding of the adviser's position, the providing of a classroom and classroom materials and the maintaining of up-to-date technology
- Permission to attend workshops and conventions related to scholastic journalism at regional, state, and national levels

## Style Guide

### Basic AP Style Guide

#### Names and Mascots

- All mascots are capitalized: Trailblazer
- Capitalize titles: Band President John Smith, Principal
- Do not capitalize classifications: freshman Jordan Herrod
- 2nd mention - adults keep their title, students trim to last name: Mr. West, Wilson
- All women teachers: Use Ms. For title, unless asked person requests different
- Use the # for grades (with commas) in captions and full spelling in stories. Caption: James Moore, 9, said. Story: James Moore, freshman, said.
- If more than two people are in the same grade, start with grade: Seniors Claire Loy, Alex Wilson, and Ryan Berry....
- Journalism adviser not advisor

#### Capitalization

- Name of clubs are capitalized if they are *specific*: Chess Club, Student Council, Junior Civitan,; *non-specific*: choir, marching band
- Formal names of committees are capitalized: Campus Improvement Committee
- All months and days of the week are capitalized
- Homecoming - capitalize if it's a noun, but not as an adjective: homecoming dance
- Always capitalize JV, never varsity
- Capitalize names of races and nationalities, but put descriptive adjectives in lower case
- If it's specific, capitalize all of it: Gardner Edgerton High School, Columbia Scholastic Press Association

## Quotes

- "This is the first sentence of a quote," title Firstname Lastname said. "This is the second sentence of the quote."  
**Example:** "I love journalism," Yearbook Adviser Mrs. Jeni Daley said. "It's the best subject in the entire school."
- "This is the first sentence of a quote," Firstname Lastname, grade, said. "This is the second sentence of the quote."  
**Example:** "Everyone should take newspaper," Ryan Berry, senior, said. "Maybe they can work their way to being an editor like me."
- Always use said, ONLY SAID
- Always break a long quote after the first full sentence to include attribution (who said it)
- Name said unless there is a long title: said Jeni Daley, adviser for two years.

## Dates

- Spell out names of months if they are used alone: January 2016
- Abbreviate if they are used with a specific date: Jan. 25, 2016
- Do not abbreviate days of the week: Monday, Jan. 25, 2016
- Place a comma between a specific date and the rest of the sentence after the year: On Monday, Jan. 25, 2016, students participated in a volunteering activity.

## Punctuation Rules

- No oxford commas - in a series of 3 or more, no comma before the "and": Yearbook class is stressful, entertaining and fun.
- Hyphens are used for compound modifiers – two or more words that express a single concept – proceeds a noun.
- Dash- Use to denote an abrupt change in thought in a sentence or an emphatic pause: We will have a party next week – if we finish our deadline.
- Use one space after a period.
- Don't use exclamation points!
- Use the apostrophe after the s in team names: girls' basketball, boys' soccer

## School Names

- Gardner Edgerton High School can trim to GEHS or Gardner Edgerton
- Lady Trailblazers is never to be used

## Numbers

- Spell out 0-9. Use the digits for 10 or more: Zero, eight, 14
- Use figures for ages, sums of money, time of day, percentages, house numerals, years, days of month, degrees of temperature, proportions, votes, scores, speeds, time of races, dimensions and serial numbers.

- Spell out numbers, no matter how large, when they begin sentences; rephrase the sentence if long numbers are awkward.
- Exception: When starting a sentence with a year, do not write it out.
- Avoid subscripts: 1st, 2nd, 5th - spell them out: first, second, fifth
- Hyphenate fractions – one-fourth
- Avoid unnecessary ciphers. Use \$1, not \$1.00; 1 p.m., not 1:00 p.m.
- 9:30 a.m., 10 p.m. midnight (notice the periods with no spaces and lowercase a.m./p.m.)

## Titles

- Use boys and girls not men and women
- Team names must have apostrophe: girls' volleyball, boys' basketball
- Names of books, newspapers, movies, magazines and other publications are in italic
- Course grades are capitalized but not in quotes: Martinez earned an A in English last semester.
- Use international students, not foreign students
- Kansas and other state names are always spelled out – never use KS or Ks , even in an address
- Use former in place of EX: former football coach not ex-football coach
- Use theater not theatre (unless theatre is used as a building in which a production takes place)

## Captions

- For group photo naming use: front row, second row, third row, back row, do not capitalize and 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 . . .

## Other Items

- pep rally is two words
- color guard is two words and should be used in the place of flag girls or flag line
- Spell out percent
- Use periods in lowercase abbreviations: a.m. p.m. m.p.h. r.p.m.
- Do not use periods with capitalized abbreviations: UTA, ATPT, CSPA, KISD
- Who refers to people. That and which refer to inanimate objects or pets without a name.
- Towards, backwards, and forwards are not words - always say toward, backward, forward

## Photo Captions

- Always at least two full sentences.
- First sentence:
  - Present tense, describing what is happening in the photo.
  - Identifies (Name and Grade Level) the people pictured.
    - If more than five people in picture, only a group identifier is necessary (band, students, the cheerleaders, etc.)
    - Less than 5, everyone must be named.



- Second sentence
  - Past tense
  - More details
  - May be a quote from someone pictured
    - If an expanded quote is necessary to describe the picture, use journalistic format for stories.

## Guidelines

### Stories

- Your job is to REPORT on the event, no OPINION (editorializing) allowed
- Lead first sentence/paragraph
  - Must include 5 W's and H who, what, when, where, why, how
    - In order of importance
  - Engage reader and describe what the story is about
- Quotes make up 40-50% of the story
- Transitions between quotes are what make the story flow smoothly
  - Can be helpful to start with an outline to organize your points
- Avoid cliches ("raise the bar", "it goes without saying", "needless to say"), redundancies (brutal murder, complete stranger, future plans), and extraneous words.
  - Elaborate when needed to add detail, do not add fluff
  - Usually a shorter story is a better story

### Quotes

- Each quotation should serve a purpose, such as reveal a source's character, describe or emphasize a point, or present an opinion. Never just "because you need a quote."
- NEVER EVER EVER go to someone with a picture and say "I need a quote for this." Interview them.
- You must write exactly what the source said in order to be a quote.
  - You cannot change a quote, but you're in charge of transitions. Make sure the transition does not merely repeat what is being said in the quote.
- Asking good questions will get you good quotes. If needed, ask them to clarify, reword, or restate in a full sentence.
- Format: "Quote is here," Firstname Lastname, sophomore, said.
  - Comma INSIDE the quotation mark
  - Attribution (who said it)
    - After first sentence if longer than one sentence readers need to know who is saying what as early as possible to avoid confusion
    - After quote otherwise
    - First name, last name, and grade level necessary
    - After first attribution, use last name only for each mention that follows
      - Exception: When a story includes two people with the same last name. Then use their first name.
  - Can only use "said" not exclaimed, expressed, yelled, etc.
    - All other words convey emotion that the source may have not intended

## Interviewing

- Goal: to get interesting and informative quotes
- The quotes (source's part) tell perspectives and opinions of the story vs. the commentary and transitions (your part) is just the facts
- Come in with a plan what do you want to know?
- Questions
  - NO Yes/No questions! Reword these so the source has to answer thoughtfully
  - Prioritize conversation over questionasking but come to the interview with questions
  - Ask follow up for more details
  - Don't be afraid to ask the hard questions
- Subject
  - Know your subject research them in ADVANCE not on the way there!
- Silence is OK - allow it, embrace it.
- Interview them at THEIR convenience, so they are most comfortable
  - Uncomfortable, rushed, frazzled sources will NOT give thoughtful answers to your questions
- TAKE. GOOD. NOTES. (record audio always)

## Photojournalism

- We usually only publish candid photos
  - No posing / "smile at the camera"
  - Action shots are the BEST shots!
- We are journalists covering PEOPLE not events or buildings. All published photos need to have identifiable people in them
- If you took the picture, you need to be able to identify who is in the photos.
  - Carry a notebook, have notes in your phone, etc.
  - Ask. them. their. name. (Just in case later you or someone else needs to interview them.)
- Know your camera and the basics of photography, learn to be confident behind the lens it will make for better photos when you know how to work the equipment and only need to focus on getting the shot
  - White balance, ISO, shutter speed, aperture
  - Composition probably the most important thing to master to avoid

## Death Policy

Any current student, staff member, faculty member, or building administrator that dies during the year may be recognized in the school media. 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 Blazer. 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 Blazer 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 Trailblazer not 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 Blazer.
- The media will work to treat all deaths in a tasteful, respectful, and sensitive way.

*\*Manual created with substantial material from Seven Lakes High School Journalism, Cypress Creek High School Press, Shawnee Heights High School, and Legacy High School Media (THANK YOU!)*

*\*Manual updated 10/2021*