

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 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 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 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 account 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