

THE QUEST STAFF MANUAL 2025-2026

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Clear Falls High School

2025-2026 Bell Schedules

R.I.S.E. Bell Schedule	
Period	Schedule
1st	7:20 – 8:05 AM
2nd	8:10 – 8:55 AM
3rd	9:00 – 9:50 AM
R.I.S.E	9:55 – 10:25 AM
Knight Quest A	10:30 AM – 11:15 AM
4th	11:20 AM – 12:05 PM
4th	10:30 AM – 11:15 AM
Knight Quest B	11:20 AM – 12:05 PM
5th	12:10 – 12:55 PM
6th	1:00 – 1:45 PM
7th	1:50 – 2:35 PM

Courage

Integrity

Respect



HOMEROOM Bell Schedule	
Period	Schedule
1st	7:20 – 8:05 AM
2nd	8:10 – 8:55 AM
3rd	9:00 – 9:50 AM
HOMEROOM	9:55 – 10:25 AM
Knight Quest A	10:30 AM – 11:15 AM
4th	11:20 AM – 12:05 PM
4th	10:30 AM – 11:15 AM
Knight Quest B	11:20 AM – 12:05 PM
5th	12:10 – 12:55 PM
6th	1:00 – 1:45 PM
7th	1:50 – 2:35 PM

Citizenship

Loyalty

Excellence

MORNING ACTIVITY Bell Schedule	
Period	Schedule
1st	7:20 – 7:50 AM
2nd	7:55 – 8:25 AM
3rd	8:30 – 9:00 AM
Announcements/ Transition	9:00 – 9:15 AM
ACTIVITY	9:15 – 10:15 AM
4th Knight Quest	10:20 – 10:50 AM
5th	10:55 – 11:55 AM
6th	12:00 – 12:48 PM
7th	12:53 – 1:41 PM
	1:46 – 2:35 PM

R.I.S.E Priority Days	
Day	Priority Content
Monday	CTE, Fine Arts, WLC, Athletics, Clubs/Organizations
Tuesday	Science
Wednesday	Math
Thursday	ELA
Friday	Social Studies, Clubs/Organizations

AFTERNOON ACTIVITY Bell Schedule	
Period	Schedule
1st	7:20 – 8:05 AM
2nd	8:10 – 8:55 AM
3rd	9:00 – 9:45 AM
4th	9:50 – 10:35 AM
Knight Quest	10:40 – 11:40 AM
5th	11:45 AM – 12:15 PM
ACTIVITY	12:15 – 12:50 PM
5th	12:55 – 1:25 PM
6th	1:30 – 2:00 PM
7th	2:05 – 2:35 PM

T  GETHER

SYLLABUS

Course Overview: This one-year course provides students with the skills necessary to produce a modern desktop-published yearbook and newspaper including digital photography, desktop publishing, theme & coverage, layout & design, copy & caption writing, finance, with marketing & advertising. Since the yearbook and newspaper are student published, students also learn all the computer skills necessary to produce the publications, including software for page layout and photo enhancement. Students work in a team environment to simulate real world collaboration.

Course Information: According to the Texas Education Agency and the Texas Essential Knowledge and Skills (TEKS), the course is a ½ or, one credit high school course organized into the following strands Yearbook 1, 2 and 3; Newspaper 1, 2, and 3 and IS Adv. Journalism, which are year-long courses that are journalistic in nature and allow students to participate in the production of the school publications. TEKS are found at <https://tea.texas.gov/about-tea/laws-and-rules/sboe-rules-tac/sboe-tac-currently-in-effect/ch110c.pdf>

Grading:

45% - MAJOR GRADES (3 Week Rating Sheets, Layout & Production Deadlines, etc.)

50% - DAILY GRADES (Ad Sales Attempts, Weekly Evaluations, Rough Drafts, Interviews, Assigned Projects, Reports, Progress on Assigned Spreads)

5% - READING/WRITING GRADES (Peer Collaboration on spreads with evaluations)

IMPORTANT: Please make sure to **communicate openly and consistently** with your **Leadership Team and Adviser**. Since our class produces the historical document that chronicles the school year, grading will look a little different than what you might be accustomed to. I want us to have fun, but **I also have high expectations**. **Being a part of The Quest Staff is a privilege and while I don't expect perfection, I need everyone on staff to hold themselves and each other accountable. Do NOT silently struggle.** Any concerns about a deadline, article, page, spread, event should be brought to Ms. Santos or a Leadership Team Member ASAP, so we can work it out and **MAKE A GREAT BOOK!**

The Work:

Given the importance of deadlines the following rules will be strictly enforced:

- 1. Deadline Work:** For each of the major deadlines, you are expected to find a way to turn in all work on time without exception. Even if you are sick or on vacation, you are expected to find a way to submit your work on time. Remember that if you miss a deadline, you will not be able to submit it late without points deducted. **Missing deadline more than 3 times will result in removal from The Quest Staff.**
- 2. Required Ad Sales:** As part of the TEKS (Texas Essential Knowledge and Skills) for Yearbook, students are required to attempt ad sales to pay for the production cost for the book and follow the financial plan and support the publication. Grades will be taken based on efforts in a measurable means.
- 3. After School/Homework:** At times it is necessary to stay after school for work nights or for photo assignments and/or do work at home. Yearbook completion will require in and out of class commitment. Expect to sometimes stay after school to complete spreads, assignments, and to attend and photograph events. **The yearbook is produced with an online program where the students can access the program at home. If a deadline is in danger of not being met, students are expected to work on the spread assigned at home to meet the deadline.**
- 4.** Your work is not complete until the entire publication is submitted, and you may need to help others and work as a team.
- 5. R.I.S.E** tutorial time is MANDATORY for students who have missed a deadline.
- 6. All leadership team members are expected to attend all leadership team meetings.**
- 7. Other classwork:** No outside work should be done in the yearbook room until the book has been sent to the publisher. If you are finished with your assignments, please see your teacher or editor and work will be assigned.
- 8. Assessments:** Because it is a production class students do not have the same roles or responsibilities; however, each student has assignments that are given and are graded based upon the assignments and ability to meet deadlines, follow procedures, demonstrate leadership skills, participate, and complete quality assignments. Class and extracurricular participation, along with production is a large part of each three-week assessment grade.

SYLLABUS

9. Retest for Mastery: All students will have one opportunity to retest on a major grade if mastery is not demonstrated. It is the responsibility of the student to initiate this process with the teacher within 10 days of grade notification. The maximum grade that can be earned on the reassessment is 70%. This requirement does not apply to semester exams or “benchmark tests”.

10. Late Work: Late work is strongly frowned upon. In journalism, deadlines are important. Because all major deadlines and assignments are announced ahead of time, an absence does not excuse a student from meeting a major deadline except in exceptional circumstances. In accordance with CCISD policy, daily late work is accepted in a limited time frame: 1 or 2 days late = 25% deduction from actual grade received: 3+ days late = No credit given.

Academic Honesty:

All students are held to the highest level of accountability and are expected to abide by CCISD codes of conduct in regard to academic dishonesty, cheating and plagiarism according to CCISD Secondary Honor Code.

Academic Dishonesty

Academic Dishonesty as defined in the Clear Creek ISD Policy (EIA):

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Academic Integrity (Policy EIA Local)

Academic integrity is a fundamental value of teaching, learning and scholarship. CCISD has the primary responsibility for protecting and promoting the highest standards of academic integrity. Both students and faculty will thrive in an atmosphere where academic work is challenging, relevant and fair.

1. Any incident of academic dishonesty triggers an office referral, a grade of 0 and will possibly result in removal from the staff.
2. DO NOT make up quotes. Do what it takes to get your work DONE. You will be expected to have audio recordings or transcriptions of all interviews.
3. **Legal:** Because the yearbook is student run, conceived, planned, and produced, as well as a product of an academic program, there are certain legal and ethical guidelines which staff members abide by. The student publications at Clear Falls High School are protected by and bound to the principles of the First Amendment and other protections and imitations afforded by the Constitution and the various court decisions which implement those principles. By not interfering with the publication content, school officials are not therefore liable for or responsible for the content.

JOB DESCRIPTIONS

ALL STAFF:

- Works on assigned stories, layouts, and spreads
- Makes sure the proper design elements are used and that any adjustments to the template are approved by the editors
- Interviews, secures quotes and establishes background for the story or photo caption
- Notes number of photos needed and how many are vertical or horizontal
- Communicates photographic needs to the event photographer
- Helps brainstorm coverage ideas
- Responsible for taking his/her own photo assignment
- Writes complete captions. On dominant and action/reaction/emotion photos, secures a quote to go with the caption
- Works on special coverage; if the spread requires head-and-shoulder shots and a quote collection, that should begin immediately

JOB DESCRIPTIONS

ALL LEADERSHIP TEAM MEMBERS:

Uphold all Staff Responsibilities in addition to:

- Manage the publication's content and quality
- Manages a staff of peers
- Plan staff parties and outings, special holiday activities and birthday celebrations (during R.I.S.E)
- Actively involved in creating sales campaigns
- Develop coverage with staff members

EDITOR(S)-IN-CHIEF (EIC)

- Design or oversee the cover and endsheet design and all theme-related content
- Write the colophon and Letter from the editor(s)
- Conduct staff meetings to review deadlines, as well as upcoming photo and copy coverage
- Compile the ladder diagram with the Adviser and approve any changes to the ladder
- Check and prepare all spreads for submission to publisher
- Establish all deadlines, including staff rough and final deadlines
- Edit and approve spreads with Adviser

CAPTION AND COPY EDITOR

- Edits all stories, captions, and sidebars in the yearbook
- Helps to train new staff about journalistic writing (interviewing, captions, quote format, etc.)
- Checks and prepares all copy prior to submission to adviser & publisher
- Maintains Staff Style Guide

SENIOR TRIBUTES AND ADS EDITOR

- Manages advertising sales for all print and online editions
- Plans ad space with EIC and Adviser
- Coaches and trains staff for ad design with Adviser
- Communicates with purchasers for approval prior to publication
- Sends ad proofs to purchasers
- Follows up with purchaser with handwritten thank you note and supplies print copy

MARKETING/SOCIAL MEDIA MANAGER:

- Utilizes effective campaign strategies to sell more books
- Responsible for maintaining The Quest Social Media
- Coordinates with Editor(s) in Chief and Adviser to plan and run yearbook sales campaigns
- Trains and supervises all staff members selling yearbooks
- Determines which social media sites will be used for the year
- Promotes the yearbook's social media channels to the student body
- Define and share the staff's goal's for The Quest's social media presence
- Generate story ideas, polls, surveys, etc., to increase student engagement with The Quest.

JOB DESCRIPTIONS

PHOTOGRAPHY EDITOR

- Selects and assigns photographers for each event
- Tracks the school's activity calendar to be sure every event we know about is photographed.
- Notifies subjects when photos are scheduled.
- Ensures no photo is used more than once.
- Checks that everyone has been photographed but no one has been photographed too much.
- Trains photographers to set up easy-to-identify group photos and to get the names of all people in the group.
- Coordinates with Adviser to schedule Professional Photography of students on campus.
- Works with People Specialist to identify students.
- Responsible for keeping photographs organized.
- Keeps track of photography equipment and provides equipment training to new staff

PAGE AND DESIGN EDITOR

- Assists the Editor(s) in Chief in finalizing the layout portions of the yearbook style guide.
- Helps complete the overall book plan according to ladder decisions made for the book.
- Trains staff to design layouts.
- Provides constructive criticism for layouts, suggesting changes and coaching designers so their work improves.
- Answers questions regarding design, with occasional (but not consistent) feedback from Editor(s) in Chief.
- Checks pages for consistency, style and technical errors before they're submitted to editor/adviser for the final check.

SPORTS SPECIALIST

- Build relationships with coaches to gather content and ensure adequate coverage, maintain schedules/scores
- Responsible for planning group photo opportunities and coordinating with Photography Editor to assign photographers
- Provides staff assistance with sports terminology as needed

ARTS SPECIALIST

- Build relationships with fine arts instructors to gather content and ensure adequate coverage, maintain schedules and calendar of events for Fine Arts
- Provide staff assistance with terminology as needed

PEOPLE SPECIALIST

- Build relationships with club/organization sponsors and student leadership to gather content and ensure adequate coverage, maintain event calendar for clubs/organizations
- Provide staff assistance in identifying students in pictures

INDEX EDITOR

- Maintains an accurate list of every student, faculty member, administrator, school support person, advertiser, team, club, and event.
- Confirms that page editors have entered all names from copy and captions into the index
- Supervises creation, formatting and submission of the final index

CODE OF CONDUCT

POLICIES AND PROCEDURES:

- Refer to CCISD's student handbook concerning policies on late work, attendance, tardies, exemptions and academic dishonesty
- Remember Santos has rules to follow too and will enforce all CFHS discipline policies.

IN THE CLASSROOM:

- **Professionalism is a non-negotiable.** As part of The Quest Staff, you are representing yourself, our school, and me. You must communicate openly and with frequency. Respect one another, yourself, classroom materials, and all equipment. It's not cheap! Stay on task and get your pages/spreads completed, friends! Use the truth always. Interviews must take place in person, and an audio recording must accompany your notes on the interview. This is a Drama-Free Workplace. Do NOT misspell names. Check and double check your spelling. Check the DO NOT PHOTOGRAPH list.
- **Classroom computers are for journalism use only;** do not alter the computers' settings. Do not play games at any time on the computers. Students should use proper login to gain access to computers in the lab, and should log out after each use. Please keep your passwords private. Keep all food and drinks away from computers.
- **Be neat and tidy.** Check out equipment through the proper channels. Keep all materials in order. Clean and maintain our journalism room. When you go to work, you don't leave trash on the ground.
 - Push your chairs in at the end of class. Don't be a heathen!
 - NO FOOD OR DRINKS near the computers. They're spendy, y'all.
 - Sit in chairs, not on tables. Again, don't be a heathen.
 - Got Trash? Feed the Trash Can!
 - Do not draw or erase anything on a whiteboard without permission from Santos. This is a huge offense and could set production back...you don't want to be responsible for that!
- **Office and Storage Room:** The office is for the Leadership Team ONLY. The back room is not to be used without permission from Santos. It's not a hang-out area and will be locked for the most part.
- **R.I.S.E. is mandatory for those that miss deadlines. Leadership Team should plan to attend R.I.S.E. in order to assist New to YRBK staff.**

LEAVING THE ROOM:

- **You must wear a Press Pass in plain sight and take your ID with you any time you are out of the classroom during school for an interview or event.** Sign out and sign in required. Remember you're working and are a representative of yourself, our school, and me. You should not be disrupting classes or visiting with friends. No Press Pass - No Exit. This also means that just because you have the Press Pass, it does NOT guarantee entry into a different classroom. Some teachers might say no to having their student interviewed, and that's okay. We'll catch them at a different time. Do not cause drama. Do not interrupt another teacher for non-journalism business. Do not interrupt a teacher's class period more than once in a class period! Do not post journalism photos on social media or other sites without the instructor's approval; all use of journalism work on social media should be planned by the staff and/or adviser.
- **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 ____?"
 - Be speedy but thorough
 - Thank the teacher and the student
- **Preparedness:** Always carry your camera! Always carry something to take notes on to ensure you get quotes and coverage for events.

COVERAGE & WORK EXPECTATIONS

OUTSIDE THE CLASSROOM

• Press Pass

- Press passes are distributed by the advisor.
- The press pass should be in plain sight and will be used as a pass when students are interviewing or conducting publication work outside class.
- Students will carry their Student IDs with their Press Pass at all times.
- DO NOT misuse our pass or it will be taken away from you.

Covering sports events means arriving before it starts, staying the entire game, separating from student section/other fans/your friends, not participating in student cheering, and staying after it ends to get after-game shots and interviews. You must have a proper press pass from Santos to be admitted to the game as well as your student ID. You must adhere to guidelines set forth by CCISD, coaches, and stadium officials. You are representing yourself, our school, and me. Do not act inappropriately on Quest Time.

• Media Field Pass

- Photographers must always wear the Student Media Field Pass on the field.
- Photographers may shoot from any point from the 10-yard line and in the end zones.
- Students must stay out of the way of the team boxes and behind the dotted lines.
- Photographers must remain 5-yards off the sideline to allow officials, coaches, and players room to maneuver.
- Also see the dress code for events.
- Field Passes may ONLY be used to get into activities if the student is assigned to cover the event.

You must photograph a Freshman or JV sporting event before you can photograph Varsity. No Exceptions.

The Press Pass and Media Field Pass are a privilege, not a right. Misuse of this privilege will result in loss of privilege and disciplinary action, including the possibility of being removed from staff.

- **I have a one strike policy on this. If you break the rule, the privilege will be taken away, and you may be removed from staff.**

DURING SCHOOL:

- 1. BE ACCURATE AND UNBIASED.** You will interview people, take pictures, and create features and coverage that showcase a year in the life of the school. Never forget, however, that as journalists, you must report the year in a balanced and accurate manner. To knowingly print false, misleading, or damaging information is an actionable offense (Meaning that someone can sue you or us!). Printing libelous information is not tolerated, nor will using copyrighted work.
- 2. INTERVIEW PEOPLE.** Learn professional interviewing and note-taking techniques and use these techniques to interview students, staff, and community members as necessary for quotes, captions, story copy, etc.
- 3. USE TIME WISELY!** Make sure you are on task for the entire class period. It is your responsibility to begin working when class starts. Make sure you are doing something publication related. If you do not know what to do—ask your editors or your teacher.
 - **You are expected to do work for the publication during class. We are always working on the publication until the ENTIRE publication is submitted. YOU are expected to have something to work on for the publication in class.**
 - **Yearbook class time is for class appropriate work. No working on other assignments for other classes until the yearbook is submitted. There is ALWAYS something you can do.**
 - **You are welcome to participate in other clubs, music, groups, but when you are in 4417, you must be BUSY with work for the publication or helping someone on staff.**
- 4. MAKE DEADLINES.** In publishing and distributing the yearbook our staff will face several deadlines this school year. Make no mistake about it, these are real, journalistic, publishing deadlines—not arbitrary dates that can be extended at will without severe financial penalty.
 - **You are responsible for your deadlines, assisting other team members, and proofreading all pages.**
 - **No one person can do everything, but we all can do something.**

PREAMBLE

Members of the Society of Professional Journalists believe that public enlightenment is the forerunner of justice and the foundation of democracy. The duty of the journalist is to further those ends by seeking truth and providing a fair and comprehensive account of events and issues. Conscientious journalists from all media and specialties strive to serve the public with thoroughness and honesty. Professional integrity is the cornerstone of a journalist's credibility. Members of the Society share a dedication to ethical behavior and adopt this code to declare the Society's principles and standards of practice.

SEEK TRUTH AND REPORT IT

Journalists should be honest, fair and courageous in gathering, reporting and interpreting information.

Journalists should:

- × Test the accuracy of information from all sources and exercise care to avoid inadvertent error. Deliberate distortion is never permissible.
- × Diligently seek out subjects of news stories to give them the opportunity to respond to allegations of wrongdoing.
- × Identify sources whenever feasible. The public is entitled to as much information as possible on sources' reliability.
- × Always question sources' motives before promising anonymity. Clarify conditions attached to any promise made in exchange for information. Keep promises.
- × Make certain that headlines, news teases and promotional material, photos, video, audio, graphics, sound bites and quotations do not misrepresent. They should not oversimplify or highlight incidents out of context.
- × Never distort the content of news photos or video. Image enhancement for technical clarity is always permissible. Label montages and photo illustrations.
- × Avoid misleading re-enactments or staged news events. If re-enactment is necessary to tell a story, label it.
- × Avoid undercover or other surreptitious methods of gathering information except when traditional open methods will not yield information vital to the public. Use of such methods should be explained as part of the story.
- × Never plagiarize.
- × Tell the story of the diversity and magnitude of the human experience boldly, even when it is unpopular to do so.
- × Examine their own cultural values and avoid imposing those values on others.
- × Avoid stereotyping by race, gender, age, religion, ethnicity, geography, sexual orientation, disability, physical appearance or social status.
- × Support the open exchange of views, even views they find repugnant.
- × Give voice to the voiceless; official and unofficial sources of information can be equally valid.
- × Distinguish between advocacy and news reporting. Analysis and commentary should be labeled and not misrepresent fact or context.
- × Distinguish news from advertising and shun hybrids that blur the lines between the two.
- × Recognize a special obligation to ensure that the public's business is conducted in the open and that government records are open to inspection.

MINIMIZE HARM

Ethical journalists treat sources, subjects and colleagues as human beings deserving of respect.

Journalists should:

- × Show compassion for those who may be affected adversely by news coverage. Use special sensitivity when dealing with children and inexperienced sources or subjects.
- × Be sensitive when seeking or using interviews or photographs of those affected by tragedy or grief.
- × Recognize that gathering and reporting information may cause harm or discomfort. Pursuit of the news is not a license for arrogance.
- × Recognize that private people have a greater right to control information about themselves than do public officials and others who seek power, influence or attention. Only an overriding public need can justify intrusion into anyone's privacy.
- × Show good taste. Avoid pandering to lurid curiosity.
- × Be cautious about identifying juvenile suspects or victims of sex crimes.
- × Be judicious about naming criminal suspects before the formal filing of charges.
- × Balance a criminal suspect's fair trial rights with the public's right to be informed.

ACT INDEPENDENTLY

Journalists should be free of obligation to any interest other than the public's right to know.

Journalists should:

- × Avoid conflicts of interest, real or perceived.
- × Remain free of associations and activities that may compromise integrity or damage credibility.
- × Refuse gifts, favors, fees, free travel and special treatment, and shun secondary employment, political involvement, public office and service in community organizations if they compromise journalistic integrity.
- × Disclose unavoidable conflicts.
- × Be vigilant and courageous about holding those with power accountable.
- × Deny favored treatment to advertisers and special interests and resist their pressure to influence news coverage.
- × Be wary of sources offering information for favors or money; avoid bidding for news.

BE ACCOUNTABLE

Journalists are accountable to their readers, listeners, viewers and each other.

Journalists should:

- × Clarify and explain news coverage and invite dialogue with the public over journalistic conduct.
- × Encourage the public to voice grievances against the news media.
- × Admit mistakes and correct them promptly.
- × Expose unethical practices of journalists and the news media.
- × Abide by the same high standards to which they hold others.

The SPJ Code of Ethics is voluntarily embraced by thousands of journalists, regardless of place or platform, and is widely used in newsrooms and classrooms as a guide for ethical behavior. The code is intended not as a set of "rules" but as a resource for ethical decision-making. It is not — nor can it be under the First Amendment — legally enforceable.

The present version of the code was adopted by the 1996 SPJ National Convention, after months of study and debate among the Society's members. Sigma Delta Chi's first Code of Ethics was borrowed from the American Society of Newspaper Editors in 1926. In 1973, Sigma Delta Chi wrote its own code, which was revised in 1984, 1987 and 1996.

Parent/Guardian Authorization to Communicate with Student by Text Messaging

Clear Creek ISD only allows an employee or contracted worker who has a cocurricular or extracurricular duty to use text messaging with students as part of an approved activity in accordance with CQ(REGULATION).

By signing this authorization, you are granting permission to _____

[name of staff member with cocurricular or extracurricular duty] to

call or text important information to your student at the number you provide on this form. Concerns about any inappropriate communication by any employee or contracted worker should be reported to the campus principal immediately. [See Board Policy DH(LOCAL) and CQ(REGULATION)]

I, _____, agree that the authorized employee
(Parent/Guardian Name)

_____ may text my student by cell phone
(Employee Name)

to communicate important class, team, group and/or practice information on an "as needed" basis.

Student Name: _____

Cell phone number for student communication:

Student Cell Phone Number

Parent/Guardian Cell Phone Number

Parent/Guardian Signature

Date

Student Signature

Date

You will be working with expensive equipment in and out of school. Please carefully read the following release and initial each statement.

_____ I understand that part of this journalism class involves the use of equipment including cameras, lenses, camera bags, batteries, scanners, computers, microphones, and other equipment.

_____ I understand that it is my responsibility to care for any equipment in my possession or that I use and that I am responsible for any damage that occurs due to my negligence.

_____ I understand that equipment may be checked out for specific assignments, following department procedures.

_____ I understand that all equipment must be returned to the journalism department on the due date or a deduction from grade may be imposed for failure to return the equipment.

_____ I understand that I am responsible for any damage to or loss of equipment.

_____ I understand that the cost to repair equipment such as a camera is not fixed, rather it depends on the damage done. I understand that if I damage or lose equipment, it is my obligation to pay for repairs or replacement of the item.

_____ I understand that when I return equipment to the room, I am to return it to its proper home.

_____ I understand that department equipment left lying around the room or other areas in the school may result in the loss of checkout privileges, temporarily or permanently which could lower my grade.

_____ I understand that failure to return equipment will result in a referral to the assistant principal, along with a bill for the cost of the equipment.

_____ I understand that I may use my own DSLR camera at any time rather than borrowing the journalism department's, but the instructor must have a record of all serial numbers, make and model of all equipment in order to avoid confusion of equipment.

STUDENTS

My signature below signifies that I have read all statements listed and will abide by such.

Student Name (Print): _____

Student Signature: _____

Date: ____/____/____

PARENTS

My signature below signifies that I have read all statements listed and will abide by such.

Parent or Guardian Name (Print): _____

Parent or Guardian Signature: _____

Date: ____/____/____

LETTERING IN JOURNALISM

ELIGIBILITY

According to CCISD Policy, a total of 15 points must be earned to be eligible for a letter jacket in journalism.

- 5 points per semester for editors
- 3 points per semester for staff/staff photographers
- 2 points per year for photography (Commercial Photography)
- 1 point for participating in work nights, special events outside of school day, etc. (not to exceed 5 points per year)
- 1 point for participating in UIL Academic Journalism (regardless of the number of events)
 - If editors and/or staff members are removed from their positions during the semester, no points will be earned.
 - The adviser reserves the right to deny points if students do not fulfill their commitments to the staff.

The "tracking sheet" to keep up with points for your letter jacket is below.

Points	For	Year	Approved By

Approved for Jacket on _____ Signature _____

JOURNALISM STUDENT CONTRACT

Being a member of the journalism team (Journalism, Commercial Photography, Yearbook) 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 read it, as well. All parties should sign at the bottom, and this contract should be returned on time to the adviser. It will be placed in your file.

_____The adviser has provided to me and spent time reviewing the following important items: class guides, equipment guidelines, general rules and style guide. I know as a student member of this department I am responsible for knowing these materials and following the policies and procedures given within.

_____I will be honest and professional at all times.

_____I will openly communicate with the leadership team, all other staff members, and the adviser at all times.

_____I will work to the best of my abilities to produce quality work in all aspects of our journalism program.

_____I agree to work both in and outside of class to meet my deadlines, complete assignments, and make a positive contribution to our program.

_____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, chatrooms including messaging software, off color jokes or pictures or any other materials not consistent with professional use.

_____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 will communicate with my parents on happenings of the journalism department and check our websites regularly.

_____I have signed up for Basecamp, and I have let my parents know they can sign up for reminders, as well.

_____I have reviewed the course syllabus and understand the expectations and requirements.

_____I will be on my best behavior when representing journalism in the community or on trips, and will act and dress in a professional manner.

_____I will not post materials created for Clear Falls High School Publications on other websites, blogs or social media sites without permission from the adviser.

_____My parents know materials I create and photographs I take, in or out of class, may be used for our program.

_____My parents know I am responsible for any equipment I check out, especially any damages or missing items.

Journalism Staff Member

Date

Parent/Guardian

Date