

# Lake Ridge Eagle Media

## 2023-24 Staff Contract



Being a member of the Eagle Media 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 Lake Ridge High School Eagle Media Bylaws & Policy Manuals. I know as a member of this department I am responsible for knowing all materials within and agree to abide by all within. I understand all policies are posted on our website at [LakeRidgeNewsOnline.com/Yearbook](http://LakeRidgeNewsOnline.com/Yearbook).
- I will be honest and professional at all times.
- I will openly communicate with editors, peers in leadership roles, the advisers and other staff members and respond professionally in a timely manner.
- I understand proper attire to wear while representing Lake Ridge Eagle 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 software, off color jokes or pictures or any other materials not consistent with professional use. I will NOT play games on the computer.
- I agree to be honest in attributing sources in all stories and giving proper credit to photographers and writers.
- I understand extra time, both during the school day and after school hours, may have to be spent working to complete the deadlines. I also know I must attend work nights (see important dates list below).
- I will keep organized notes and include accurate quotes and resources for fact checking.
- I will communicate with my parents on happenings of the Eagle Media department.
- I have reviewed the course syllabus and understand the expectations and requirements.
- I will be at my utmost best behavior on journalism trips and will act and dress in a professional manner.
- I will not post any materials created for Lake Ridge Eagle Media on other websites, blogs or social media sites.
- My parents and I understand my responsibilities in covering Lake Ridge events, including some nights and weekends.
- My parents and I know materials I create in class may be posted online with my byline.
- My parents and I know for any equipment I check out, I am financially responsible for any damages or missing items.
- I understand that some of my peers are student leaders and will treat them with respect.
- I will take a hall pass when I leave the classroom for any reason.
- I will not misuse my press pass at events or during school, nor will I interrupt classes for non journalism related items.
- I will use my cell phone only at appropriate times.
- I know to check grades in Skyward regularly and adhere to all due dates and deadlines.
- I will communicate with adults professionally when representing Lake Ridge Eagle Media.
- I understand that all materials I create legally belong to me, but have agreed not to publish it personally until after graduation.
- I agree to make plans now to attend all of the below listed work nights. If applicable this year, I understand a full dinner may be provided at most worknights for a cost of \$10 per person. I agree to let Mrs Canon know at least two weeks in advance if I will not be eating at a worknight.
- My parents and I understand that I represent Lake Ridge Eagle Media at all times I am on staff or when currently enrolled in Yearbook 1/2/3 or Photojournalism 2/3, and that if I break the terms of this contract, I will be subject to consequences including, but not limited to, loss of privileges, referrals, termination from the program, and removal from class.
- My parents are \_\_\_\_ **ok** with me leaving campus for journalism related errands or \_\_\_\_ **are not ok**.
- My parents are \_\_\_\_ **ok** with me leaving campus with another student for journalism related errands or \_\_\_\_ **are not ok**.

### 2023 - 2024 Important Dates - will update this section in August 2023:

Sept TBD	Work night 3-6 pm	Sept TBD	1st Deadline (XX pages- Summer Student Life, Dividers, Theme Pages)
Oct TBD	Work night 3-6 pm	Oct TBD	2nd Deadline (XX pages- Senior Ads, People Mods/Features, Cover)
Nov TBD	Work night & Social 3-6 pm	Nov TBD	3rd Deadline (XX pages- Fall Sports/Groups/Scores, Fall SL, Magazines)
Dec TBD	Work night 3-6 pm	Jan TBD	4th Deadline (XX pages- Groups/Clubs, Fine Arts, Academics, BB Mag)
Jan TBD	Work night 3-6 pm	Jan TBD	4th Deadline (XX pages - Groups/Clubs, Fine Arts, Academics, BB Mag)
Feb TBD	Work night 3-6 pm	Feb TBD	5th Deadline (XX pages - Spring Sports/Groups/Scores, Spring SL, Index)

\_\_\_\_\_  
Eagle Media Staff Member

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date