

Lake Ridge Eagle Media

2023-24 Staff Contract



Eagle Media

Broadcast • Newspaper • Photography • Yearbook

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.
- ☐ I will be honest and professional at all times. I agree to be honest in attributing sources in all stories and giving proper credit to photographers and writers. I will communicate with adults professionally when representing Lake Ridge Eagle Media.
- ☐ 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 that some of my peers are student leaders and will treat them with respect.
- ☐ 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 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 if I am on Photo and/or Yearbook staffs (see important dates list below).
- ☐ I will conduct interviews in a professional manner and not change the wording of any quotes. I will keep organized notes and include accurate quotes and resources for fact checking. I will make sure any people I interview know their quotes may be published.
- ☐ 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 understand journalism work may contain sensitive or private material and agree not to share with anyone who is not involved.
- ☐ I will not post any materials, including photos, created for Lake Ridge Eagle Media on other websites, blogs or social media sites and I will not share these materials with anyone outside Lake Ridge Eagle Media.
- ☐ 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 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 follow MISD policy related to personal electronic communication devices.
- ☐ I know to check class details in Canvas and grades in Skyward regularly and adhere to all due dates and deadlines.
- ☐ I understand that all materials I create legally belong to me, but have agreed not to publish it personally until after graduation.
- ☐ If I am on Photo and/or Yearbook Staff, 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, Photojournalism 2/3, Broadcast 1/2/3, Newspaper 1/2/3 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:

Sept 18	Work night 3-6 pm	Sept 29	1st Deadline (38pages- Student Life, Dividers, Theme, Hoco Mag)
Oct 16	Work night 3-6 pm	Oct 27	2nd Deadline (90 pages- Student Life, People Mods & Features)
Nov 13	Work night 3-6 pm	Nov 30	3rd Deadline (88pages- Portraits, Trends, Academics, Sr Ads, SL, Sports, FA, Groups)
Dec 5	Work night & Social 3-6 pm	Dec 15	4th Deadline (8 pages- Senior Mag & Plans for Student Life, Sports, Fine Arts)
Jan 9	Work night 3-6 pm	Jan 19	4th Deadline (76 pages - Student Life, Sports, Fine Arts)
Jan 29	Work night 3-6 pm	Feb 9	5th Deadline (68 pages- Sports, Fine Arts, Groups, Index, Ben Barber)

Eagle Media Staff Member

Parent/Guardian

Date

Date