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# The Texan Times

## **Purpose of the Staff Manual**

This manual was painstakingly hand-crafted to help newcomers get quickly acquainted with how The Texan Times works, and to serve as a refresher course for seasoned Times veterans.

It is imperative that time is taken to read through the entire manual. Inside you will find information on exactly what your responsibilities are, general rules and guidelines, some helpful Times tips, as well as a full reference section including The Texan Times Style guide.

Proper use of this manual will make your experience with The Texan Times this year as productive and efficient as possible.

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# The Texan Times

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## A letter from the Adviser . . . .

Dear Staff:

While getting ready for another year I am excited about what lies ahead. There are many wonderful opportunities that a newspaper staff can and should experience. Two years ago when we started The Texan Times I had no idea what to expect. Now, I look forward to the possibilities.

Each issue that is put out always is blessed with stress and tension. When the final photo is put on the page, the final outline is written, or the last rule is drawn to separate a story, a relief is felt. That is the time to be proud that you have accomplished something you have never done before. This is the time to be proud that you have worked hard with your friends and people you may not get along with.

Working on a newspaper staff will be a challenge for you this year. This challenge is one that you will conquer. I find it enlightening when I see students take on things they have never thought they could do. Some may go and interview the principal. Others aren't familiar with taking pictures and get nervous while doing that. This year may find you in places you thought you would never go.

This is also the beginning of tradition. I don't know what will happen in 10 or 20 years from now. I do know that past students will be talking about what stories or pictures were in The Texan Times. This is the time to build traditions of consistency and quality in a paper. I was thinking as the last issue was being completed last school year, this issue is going to make the next staff have to work harder. You should make each issue better and give the next staff behind you something to work toward.

Above all, we will have fun and enjoy the year. I do not want to work with a staff that does not enjoy what they do or enjoy each other. There may be times we have disagreements, but like a family, **get over it**. That's right, I tell it like it is. And I also want to have fun while working hard. It is a lot more fun when the work is done.

Always, talk to me if you have any questions,  
Doug Logan

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# The Texan Times

## Room Rules

√ The first purpose of our room is to produce a newspaper. Therefore, some rules will be set in place for the ease and production.

√ It is everyone's responsibility to keep the room clean. There is nothing worse than cleaning up after someone else. This causes unwanted trash and animosity toward your fellow man.

√ The staff room is for staff only. Yes, I have other classes here, but there will not be anyone else in the room working on the computers that does not belong in this room. It is a newspaper production room.

√ Like any other professional newspaper, you will not play games, listen to music, or watch videos on the computers. These computers are the school's property, not yours. The machines are not to be used as giant CD players. The only place music will be place is Mr. Logan's stereo. It should be pumping out some good tunes only loud enough to be heard in the room, not the hallway.

√ Food is not allowed. The staff room is not a cafeteria. You should not be bringing your food in here to have lunch. You should be out getting stories. I want the room to stay clean, the desks to stay clean and the computers to not be harmed. The only thing that will be in the room is Mr. Logan's coffee that will be on a desk away from a computer.

√ If you need to leave the room you will sign out. And you will only go by yourself. A group of people will never leave the room. If you continue to leave the room too often your job on the staff may expire.

√ Do not ever let a friend, boyfriend, or girlfriend in the room to use the computer. This is not a school lab. I am responsible for the computers and will be very strict about who gets on them.

√ You are to keep any papers you are working on in your box. Pens, pencils, markers, etc. can be kept in your box as well, not the floor or the desks. Each staff member has a box to use for themselves and to turn papers into when giving your story to an editor.

√ Any computer disks that you use over and over again can go in your box so you don't lose it. Get used to keeping up with your stuff.

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# The Texan Times

## Course Guidelines

### **Advanced Journalism (two Semester)**

**Doug Logan**

#### **Course Objectives**

1. To publish a fine issue of the school newspaper
2. To publish a newspaper that informs, persuades, and entertains its readers, as well as being free from libel.
3. To learn new skills and practice those skill.
4. To learn how to work with a staff.
5. To learn how to complete an assignment on time.
6. To build relationships with peers and adults. To be able to share ideas and learn from others.
7. To learn from mistakes and always ask for help.

#### **Course Assignments**

1. Students will write a variety of stories
  2. Students will practice learned skills and teach others.
  3. Students will participate in planning the issues to be printed.
  4. Students will take pictures, write stories, outlines, and headlines for stories.
  5. Students will cooperatively work with other students on the staff. Ideas will be shared among peers and help will be given and received as the team works together.
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# The Texan Times

## Publication Dates

The Texan Times will be published nine times in the school year.

The following dates are when the Texan Times will be delivered to the school and for sale to the public.

**September 15:** Copy Deadline: Sept. 3 Ad Deadline: Sept. 1

**October 13:** Copy Deadline: Oct. 1 Ad Deadline: Sept. 29

**November 10:** Copy Deadline: Oct. 29 Ad Deadline: Oct. 27

**December 15:** Copy Deadline: Dec. 3 Ad Deadline: Dec. 1

**January 26:** Copy Deadline: Jan. 14 Ad Deadline: Jan. 12

**February 23:** Copy deadline: Feb. 11 Ad Deadline: 9

**March 16:** Copy Deadline: March 4 Ad Deadline: March 2

**April 20:** Copy Deadline: April 8 Ad Deadline: April 6

**May 18:** Copy Deadline: May 6 Ad Deadline: 4

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# The Texan Times

## Staff 2004 - 2005

Savannah Carter  
706 Aviator Drive  
Fort Worth  
817 439 4246  
817 692 8400

Stephanie Carver  
317 Applewood Lane  
Haslet  
817 439 1884  
817 714 6774

Joanna Pace  
17 Creekmere Drive  
Trophy Club  
817 491 1404  
817 312 3944

Ben Cardwell  
25551 Williams Drive  
Justin

Hannah Miles  
10617 Ahmore Drive  
Ft. Worth  
682 282 9000

Matt Miller  
308 Cartland Circle  
Roanoke  
817 491 2210  
817 343 1256

Cameron Dewayne Garret  
13001 Cleveland Gibbs #32  
Roanoke

Coleen Guzman  
212 Durango Drive  
Trophy Club  
817 941 2760  
817 975 6964

Lisa Argo  
589 Christy Kay Lane  
Rhome  
817 636 2539

Spencer Marshall  
2217 Virginia Lane  
Haslet  
817 439 0075

Doug Logan  
124 Honeysuckle  
Justin  
940 648 4212  
940 453 3626  
dlogan@northwest.k12.tx.us

Alexia

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# The Texan Times

## Job Descriptions

**The Editorial Board** - The Editorial Board is the governing body of the newspaper and is in charge of determining overall newspaper structure each issue. The EB assigns all Times editorials and approves them by a majority vote. On rare occasions, non-board members will write the editorials. The EB is in charge of and responsible for the Opinion page.

**Editor-in-chief:** The editor-in-chief works closely with the adviser in overseeing all aspects of publication. She/he maintains constant contact with the top editors, assisting them and making sure that each section is assigning, editing and laying out pages. She/he is the chairperson of the Editorial Board and collects all letters to the editor.

**Associate editors (Layout and Design), Copy Editor:** As the title suggests, the associate editor assists the editor-in-chief. The associate editor is second-in-command to the staff, and take over for the editor-in-chief when she/he is absent. The Associate Editor's responsibility is to serve as heavy-duty copy editor, thoroughly checking all copy for spelling, grammar, punctuation, style and factual accuracy. He/she also assists with overall graphic design, helping managing editors design creative, appealing layout designs and packages. The copy editor is in charge of reading all copy and helping reporters improve their copy in all ways.

**Photo/Art editor:** This person is in charge of assigning photos and managing the photographers and artists, as well as working with each section's editor to ensure that there are photos/art/or graphics assigned for all stories. He/she is also responsible for maintaining the supply of film and batteries. He/she should see that the film is dropped off and picked up from developing. If a digital camera is used this person must make sure the pictures are on the computer.

**Managing Editors school/sports/opinion/lifestyle:** The managing editors are responsible for their respective sections in the newspaper. They should make sure stories are assigned, photos have been taken, the reporters have done the interview and have a story to turn in on time. They are responsible for calling meetings for their sections for the purpose of assigning, editing, brainstorming, etc.

**Reporter:** Each reporter is assigned an area to cover, a beat, and will follow all leads and subjects that could give good stories. The reporter covering a beat, whether it's the band, school finance, a club or golf, will attend any and all events related to that beat. When the reporter is covering that beat and idea of how the story would be in the paper should be discussed with the Editor for design content. The reporter is responsible for writing the story, conducting the interview, getting photos, writing any captions to go with the photo and writing a headline.

**Business Manager:** This person will see to the managing of all bills for the advertising. Each person on the team will go to get advertising, but the business manager will make sure money is received and the ad is ready to go on the page. If there is any other sales that are to be done, this person will arrange them. The business manager will also maintain the account for the newspaper and collect the money for the sales of the paper.

**Adviser-** The adviser, as the title suggests, serves principally to advise the staff. He provides advice on all aspects of newspaper production. He is present at editorial board meetings to monitor the discussion and advise on difficult decisions, especially those with legal or ethical considerations.

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# The Texan Times

## Code of Ethics

1. Seek truth and report truth
    - A. Research stories thoroughly
      1. identify all sources
      2. Access all sources
    - B. present information and views without bias
      1. Present all sides of a story objectively and fairly
      2. Give every student an opportunity to be heard
    - C. Pursue accuracy
      1. Avoid Hearsay
      2. Check and double check facts
      3. Verify quotes with speaker before printing
  2. Respect the dignity and sensibility of all members of the school
    - A. Recognize that the primary audience is the student, but that the secondary audiences must also be respected; faculty , administration, parents, students who attend other schools etc.
    - B. Apply community standards of good taste in avoiding subjects or language that may offend audiences
    - C. Publish personal information about a member of the audience only after receiving permission from that individual
  3. Minimize harm
    - A. Consider the harm an article may render to one or more members of the audience.
      1. Who will be harmed?
      2. how will they be harmed?
      3. How much will they be harmed?
    - B. Avoid stories that may unnecessarily embarrass the school community or members of community.
  4. Include in each issue stories about subjects that impact students. Meet all students' informational needs.
    - A. Report outstanding performance and contributions to the school community by groups as well as individuals.
    - B. Provide coverage of issues and news that impact students' lives.
    - C. Provide comprehensive coverage of the school community, including all groups within the community.
  5. Recognize that the school newspaper is a living history.
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# The Texan Times

## Guidelines for writing stories

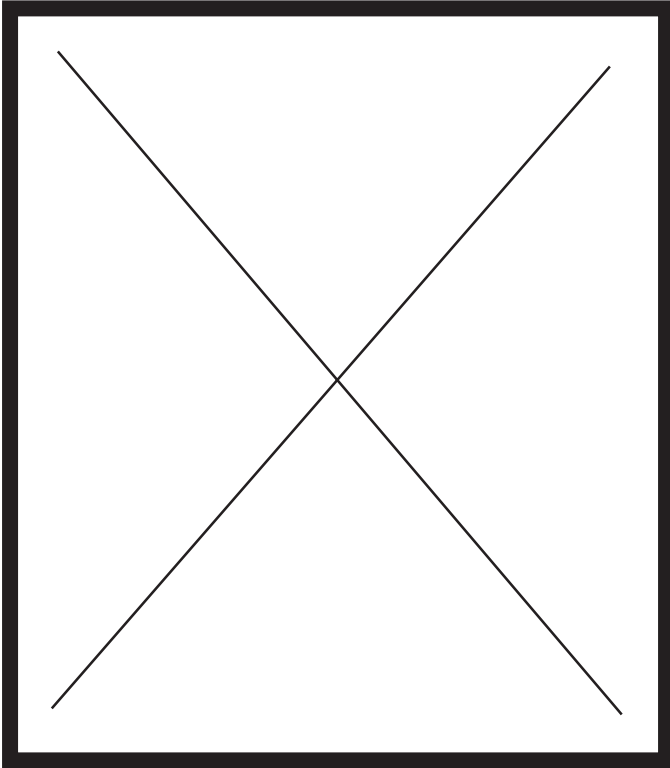
1. There should be three sources for each story.
  2. Always check sources over and over again.
  3. Get the story correct, Don't guess.
  4. Always take good notes.
  5. Make the person you are interviewing feel comfortable. Remember you are there to do a story, not badger somebody.
  6. If you are not sure about something when you are writing your story, go ask. You would rather have the story run correct than make somebody mad because you didn't ask.
  7. Get to know the players and coaches by name. It will help when you are writing your story.
  8. Explain what it all meant.
  9. Use other publications for ideas on how to package the story.
  10. The way to be a better reporter is to be curious, outgoing, honest, and fair. Other qualities are being charismatic, unbiased, informed, and comprehensive.
  11. One of the best qualities of a good writer is being persevering.
  12. Perseverance.
  13. Persevere.
  14. Write about the uncelebrated stories. The coach's wife who never sees her husband all year.
  15. Don't live in the staff room. The stories are not in here, they are out there waiting for you to get them.
  16. Practice. Always practice
  17. Practice interviewing.
  18. Practice taking pictures
  19. Practice writing stories.
  20. Get good at one thing and do it well.
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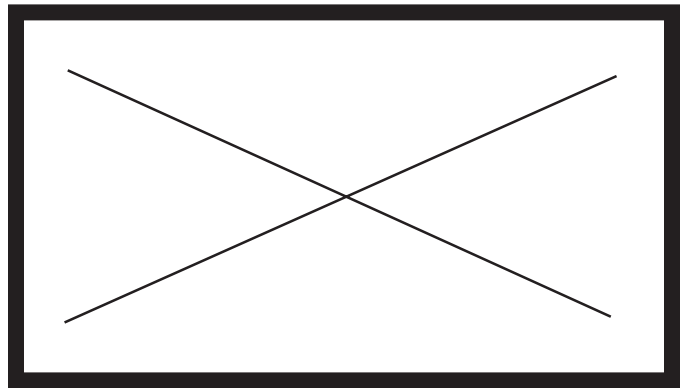


# The Texan Times

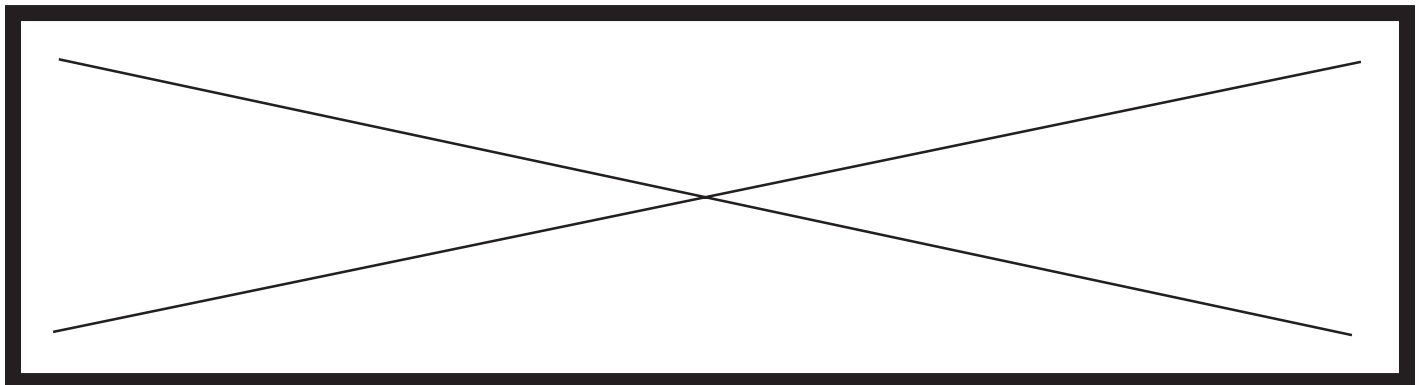
## Rate Sheet



2 columns x 4 inch ad = \$40.00  
(3.5 inches x 4 inches)



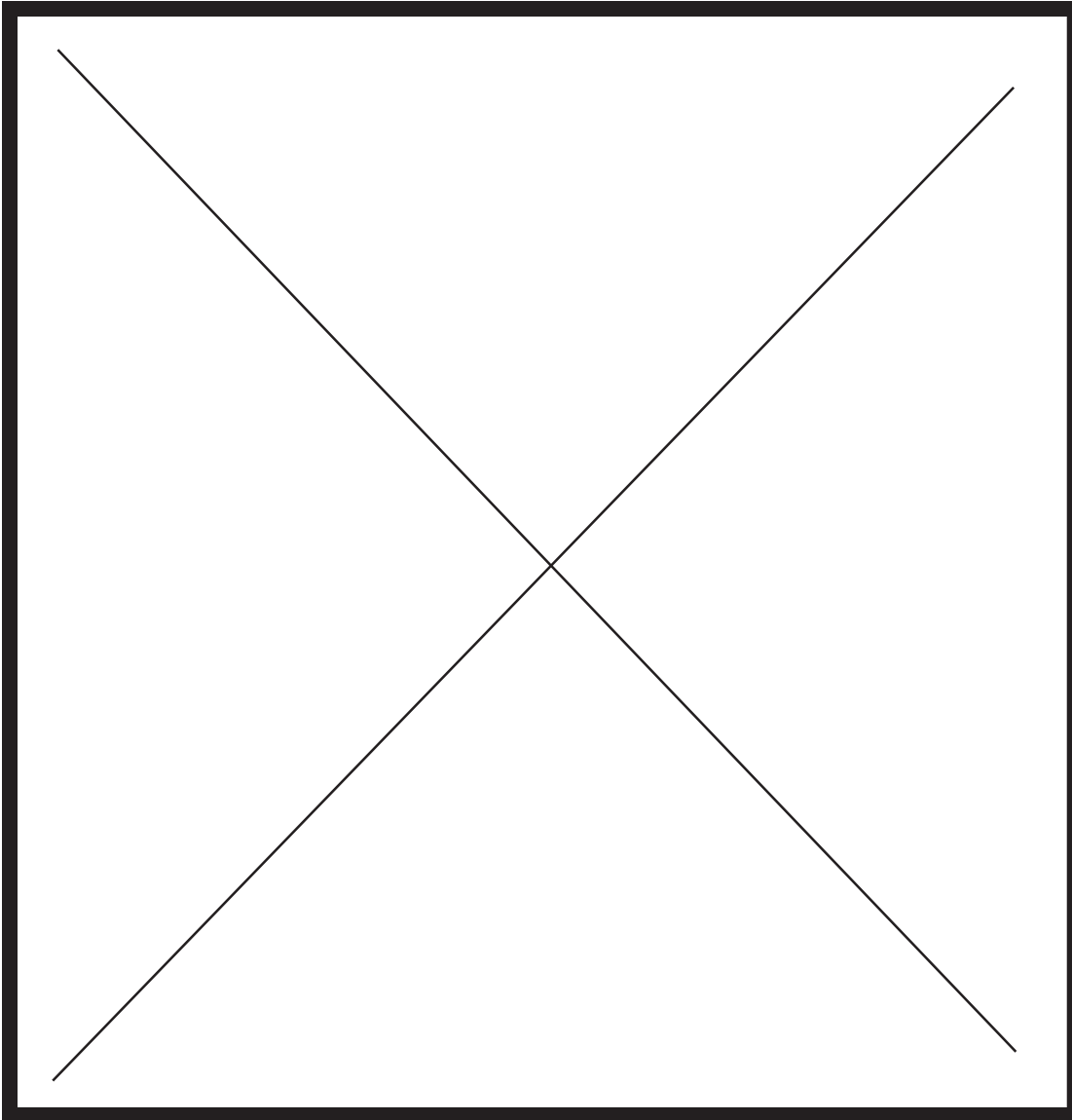
2 columns x 2 inch ad = \$20.00  
(1.75 inches by 2 inches)



4 columns x 2 inches = \$40.0  
(7 3/8 inch by 2 inches this is not to scale)

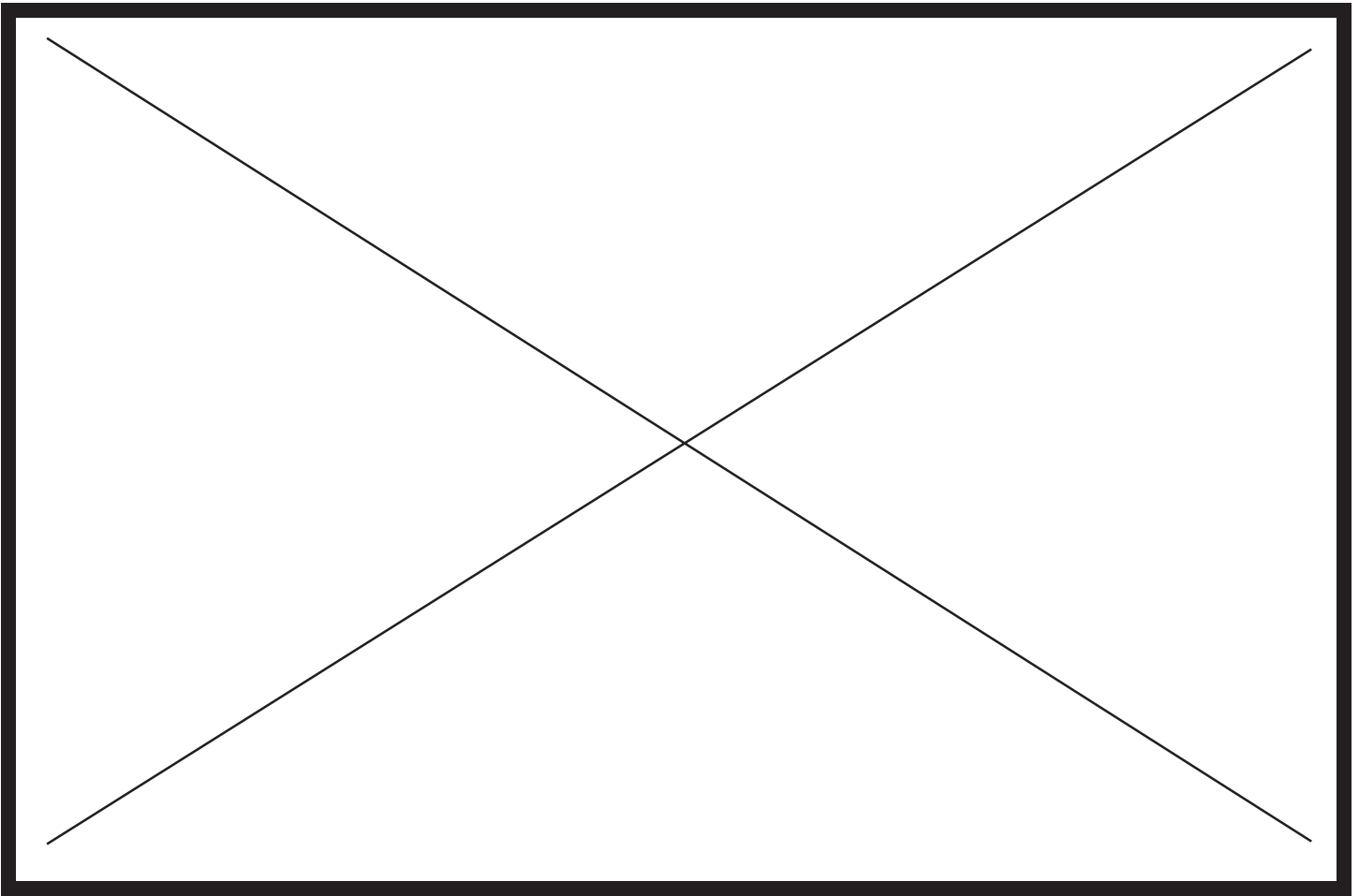
# The Texan Times

## Rate Sheet



3columns x 6 inches = \$80.00  
quarter page ad  
(5 7/8 inches x 6 inches)

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5 columns x 6 = \$150.00

Half page ad

(10 inches x 6 inches)

this is representative-not actual size

5 columns x 12 = \$300.00

Full page ad

(10 inches x 12)

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# The Texan Times

## Advertising Statement of Account

Northwest High School  
2301 Texan Drive  
Justin, Texas 76247  
817-215-0248  
817-215-0334 fax

2004 - 2005  
The Texan Times

Northwest High School  
2301 Texan Drive  
Justin, TX 76247

Business Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Size of Ad: \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

Fulfilling contract for \_\_\_\_\_ issues.

Please send the indicated amount to the above address within 30 days of receipt of this statement.

Thank you for your support. We appreciate you advertising with The Texan Times.

Previous balance: \_\_\_\_\_

Current balance: \_\_\_\_\_

Current due: \_\_\_\_\_

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# The Texan Times

## Advertising Contract

Northwest High School  
 2301 Texan Drive  
 Justin, Texas 76247  
 817-215-0248  
 817-215-0334 fax

Yes, I would like to take advantage of the opportunity to advertise in The Texan Times, the school publication for Northwest High School.

For \_\_\_\_\_ issues at the rate of \_\_\_\_\_ per ad.

Size of ad: \_\_\_\_\_

Contract begins: \_\_\_\_\_ and ends \_\_\_\_\_.

Minimum inches to be inserted: \_\_\_\_\_.

This is an agreement between the advertiser and The Texan Times. We agree to provide the best advertising that possible

If for any reason the advertiser does not run an ad as agreed, it is understood that they will be billed at the rate actually earned. The Texan Times asks that all advertising be prepaid unless accommodations have been arranged beforehand.

We will attempt to fulfill position and location requests but there must be an understanding that it is only a request.

Cancellations of advertising after deadline will be billed as if it ran in the paper. Cancellations can be made at any time prior to the deadline date. The deadline date is one week before the publication date.

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Business name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Comments: \_\_\_\_\_

Accepted by The Texan Times

Sales Rep: \_\_\_\_\_

Date: \_\_\_\_\_

Adviser: \_\_\_\_\_

# The Texan Times

## Ad Insert Order Form

This form should be turned in to the Editor and the adviser for the ad to run in the paper. As the salesperson of the ad, it is your responsibility to make sure the ad is scheduled to run.

Name of Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_

	Account number	Rep. Number/name	Issue/ Month
Columns	Depth	Total Measure	Special section
# of colors	page preference	Location	Frequency
message line	Contract		

Location Codes:  
Classified            sports  
Display ad            back page

# The Texan Times

## Advertiser Information Sheet

Account Number: \_\_\_\_\_

Name of business: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Attention: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Usual Ad Type: \_\_\_\_\_

Tearsheets Required: Y N \_\_\_\_\_

Number of tearsheets \_\_\_\_\_

Bill to  
(if different) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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# The Texan Times

## Style Guide

Although most publications follow similar rules, each needs to spell out precise rules regarding abbreviations, numbers, and other usage. If there are any other style questions not covered here, check the AP Guide or ask the adviser.

## Abbreviations/Spelling

### When in doubt, spell it out

#### Addresses

Abbreviate Ave., Blvd., St. only when used with a numbered address. Spell out these: Drive, Lane, Road, Terrace, etc.

Spell out *First* through *Ninth* when used as names of streets.

#### states

Abbreviate names of states only when used as part of an address used after the names of cities and towns. Minneapolis, Minn.

#### Businesses

Abbreviate Bros., Co., Corp., Inc, Ltd. Do not place a comma before Inc. or Ltd.: Warner Bros.

#### Degrees

Abbreviate degrees only when used in a listing. Do not place a space between letters: bachelor of arts degree (B.A.), bachelor of science degree (B.S.).

#### Dates

In text, spell out the names of months. In lists only, abbreviate months of more than five letters. Jan., Feb., March., April., May., June., etc.

**Spell out** organization, Department, detective, Fort Mount, Point etc.

#### Percent

Always spell out, do not use the sign, all one word (45 percent)

#### Titles

officials: Abbreviate only the following titles when they come before a full name: Rep. Ron Smith, Gov. Bill Hays, Dr. Ron Goldsmith.

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do not abbreviate the following titles: president, principal, deputy, general manager, secretary-general, assistant principal, attorney.

Religious titles: In general, spell out titles. The first reference to members of the clergy and nuns should include a capitalized title before the individual's name. Use the Rev. before a minister's name on the first reference.

### **Time of Day**

Abbreviate ante meridian (a.m.) and post meridian (p.m.) using lowercase letters and periods. Eliminate unnecessary figures and redundancies: 7 a.m. not 7:00 a.m. or 10 at night

## **Numbers**

numbers one through nine are spelled out and figures are used for 10(ten) and above: nine students; 10 football players; three tests.

When some numbers are mixed (some below and some above, use numbers)

Spell out numerals when they begin sentences: Eight hundred people were stranded at the school all day.

In a series where both words and figures should be used, use the simplest parallel form: they had four 4-room houses, ten 3-room houses and twelve 10-room houses.

Use commas in figures with 5 numbers, but not with 4 numbers: 1980 students; 23,528 on-lookers.

Use Roman numerals for wars and to show personal sequence for animals, people and acts of plays: World War I, Lassie II, King Henry VIII.

When using fractions, spell out amounts less than 1, using hyphens between the numerals: one-third, three-eighths.

### **Ages**

Use figures in reporting the ages of people and animals: Timothy is 5 years old; 18-year-old Sarah.

### **Centuries**

Use an ordinal figure (number with suffix: 1st, 2nd, 3rd, etc.) to name a century. Capitalize the word century when it is preceded by ordinal figures: 2nd Century, 1st Century.

### **Speeds**

Use figures exclusively. Avoid extensive hyphenation such as 5-mile-per-hour winds: The posed speed was 55 mph; Winds of 7 to 9 knots are expected

### **Telephone numbers**

Use figures. Set off area code with parenthesis: For more information, call (555)555-5555, except local number 555-555-5555.

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**Time**

For duration of time, such as times, in races, use figures and the following form to indicate hours, minutes, seconds, tenths: He finished the Pittsburgh marathon in a record 2:47:25.7(2 hours, 47 minutes, 25.7 seconds)

**Capitalization****Bookx, Movies, Songs, etc.**

Capitalize the principal word in the names of books, movies., plays, poems, operas, songs, radio and television programs, works of art, etc. : War and Peace

**Clubs and organizations**

Capitalize the names of clubs and organizations: Speech Team, French Club.

**Committees**

Capitalize official titles of school committees: Graduation Committee

**Directions**

In general, lowercase north, south, east and west when they indicate compass directions. Capitalize these words when they designate specific regions: Pacific Northwest.

**Other Nouns**

Lowercase the common noun elements of names in all plural uses: the Democratic and Republican parties, Main and State streets, lakes Erie and Ontario.

**Radio and TV stations**

Use all capital letters. Use hyphens to separate the type of station from the basic call letters: KINK-FM, KNBC-TV.

**Seasons**

These are lowercase except when part of a proper name for an event: spring summer, Winter Formal

**Sports Teams**

Do not capitalize any part of the name that is not a proper name. basketball team, West Greene basketball team.

**Trademarks**

Trademark names are capitalized, but use the generic description unless the trademark is essential to the story: Scotch tape (transparent tape), Coca-Cola (soft drink).

**Titles**

Do not abbreviate or capitalize a title which follows a name or stands by itself, no even in the case of the President of the United States. Ron Wyden, representative; Laura Bosco, editors; Brian Jackson, principal.

Capitalize titles before names: Editor Bob Smith; Principal Jim Chjadwell; Superintendent Keith Sockwell.

Do not capitalize occupational titles; teacher Jeff Nardone; attorney Doug Logan; writer Bill Keith.

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# Identification

## Students

Use a student's full name on first reference and last name in subsequent references. Identify on first reference by class. Verify the spelling of all names with the school's directory. seniors Sasha Smith and Andrea Rohanna,.

## All individuals

Use the person's fullname on first reference and last name in subsequent references. Identify a person on first reference, if possible, by title or position. Age, address, achievements, occupation, or special interest may also be used in identification if relevant to the story. Verify the spelling of all names in an official source. Principal Brian Jackson, history teacher Terry Tanner.

**Courtesy titles** such as Mr. or Ms. should be used when identifying someone that is not a teacher, student, or could have a title in the school. Never use Miss or Mrs.

**Long Titles** of three or more words should follow the name: Mark Melton, deputy district attorney.

**A formal title** is used to show authority, professional or academic achievement. It precedes the full name and is used on first mention only. Formal titles always accompany the full names of U.S. presidents, heads of state and other world figures. Prime Minister Tony Blair.

## Sports Title

Capitalize titles preceding names, except for player position. If the title is preceded by a qualifying word, use all lowercase: Coach Jim Jones, head coach Dick Brown, defensive coach Jack Sprat.

# Sports Stuff

**Baseball/Softball:** The following are correct spellings for frequently used terms: backstop, ball club, ballpark, ballplayer, base line, bullpen, center field, center fielder, double play, fair ball, fastball, home plate, left-hander, line drive, pinch hitter, pitchout, RBI, rundown, slugger, strikeout, strike zone.

**Basketball:** The following are correct spellings for frequently used terms: backboard, back court, baseline, foul line, foul shot, free throw, free-throw line, front court, full-court press, hook shot, jump ball, lay-up, man-to-man, playoff.

**Boys and girls** Use boys and girls to designate teams. Do not use an apostrophe: the team does not belong to the boys or to the girls, but to the school. The girls basketball team placed third.

**Compound adjectives:** The hyphen is used to form compound adjectives that precede the noun: 60-yard dash, 23-foot jump, 6-foot-5 center, 20-point lead.

**Dimensions:** Use figures for heights and dimensions according to the following style: 6-foot5 forward, 6-foot forward, 24-foot jump.

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**Event Titles:** Capitalize official titles of districts and meets, but lowercase shortened titles: District 5AAA Championship, the team went to state.

**Football:** The following are correct spellings for frequently used terms: ball carrier, ball club, blitz, end line, end zone, fair catch field goal, fourth-and-one, scrimmage, run back, running back, tight end, tailback, touchdown, touchback, wide receiver.

**Reporting Scores:** Use figures only. Place a hyphen between the totals of the winning and losing teams: Northwest won the match 56-24. They won, 7-2.  
The final score was 1-0.

**Team names:** always capitalize team names. **Play off:** always use two words.

**Yardage:** Use figures for yardage: The ball was on the 5 yard line. He plunged in from the 2. Smith went for a 7-yard gain.

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**Top 20 suggestions from previous Texan Times staffs**

1. Write
  2. Work hard
  3. Turn in all your stuff on time
  4. Take pictures, lots of pictures
  5. Get quotes, the story is no good without quotes
  6. Get enough (3) sources for every story
  7. Don't get quotes from staff members. Always talk to people, talk to everyone, they deserve to be heard.
  8. Listen to Mr. Logan, he does know what he's talking about. And he can be lots of fun if you don't irritate him.
  9. Start your story as soon as it is assigned to you, don't wait until the story is due and then start to write it. It won't get done that way.
  10. Always check the spelling of people's names.
  11. If you volunteer for something, DO IT.
  12. Newspaper can be fun and rewarding.
  13. People do read your stuff, so have something good to say.
  14. Always get another person to read your story so they can read it to see if it makes sense.
  15. Schedule your interview the day you get your assignment. It doesn't do any good to schedule the interview when the story is due.
  16. Keep the Staff Room Clean
  17. Have pride in your work and people will believe you.
  18. Sell ads early in the school year. It helps to build the paper and know that we will have one.
  19. Enjoy friendships. You do not have to be friends with everyone, just friendly to them. Even if they are not in the room.
  20. Be prepared to work harder than you ever have, and have fun doing it.
-



# The Texan Times

## Northwest High School Code of conduct/contract

This is a code that the staff of the Texan Times will abide by. This will be signed and agreed by both parties. Many organizations have guidelines to work by and the staff will as well.

As members of a group that produces a concrete product that will be distributed to and read by both students and adults, those named to the staff can expect to be held to accepted journalistic standards, maturity, and ethical practices.

\_\_\_ I will turn in all stories, photos, or any other work on time. Failure to be on time and accurate could result in the loss of your job on staff.

\_\_\_ I will participate in at least one UIL event each semester. A team for District journalism will be necessary and built before district. If you would like to be on the team that goes to district then you will need to compete in every UIL event possible.

\_\_\_ I will conduct myself in a polite, courteous, and professional manner. I will represent the school and the rest of the staff when I am out talking to people. Failure to be polite could cause you to lose your job on the staff

\_\_\_ As a member of the staff you will spend time after school preparing the current issue of the paper. Many sports teams work before or after school, if you are assigned to cover them, you will be there when they are. No excuses.

\_\_\_ I will write at least two stories for each issue of the newspaper. I may write more stories, but this is a minimum. Not every story written will go in the paper, but we have to have everyone participate and when everyone writes stories the paper will be completed in a more orderly way.

\_\_\_ I understand that I am expected to devote time to completing assignments and other production work for the paper, just as I am expected to do homework for any other class. This means I am willing to devote the equivalent of up to four hours weekly, although this may not be required every week, it will be necessary during final production week.

\_\_\_ When you have a job, like a copy editor or advertising manager, you must maintain the criteria for that job in order to keep it. When you do not do the work as your job states, you may lose it. Having that job assigned to you does not necessarily mean you are assured that job forever.

\_\_\_ I will not be unproductive during class time. I understand that class time is not a time to wander around the halls. If I want to leave, I must have a destination and specific place to go. It shows great disrespect to other teachers and the staff to waste time.

\_\_\_ I understand that a grade is received for the newspaper class. I must turn in stories, be on time, take photos for my stories, write headlines, and any other graphics necessary for the story in order to receive an A. This includes everyone, no exceptions.

By signing this you are saying that you agree to it. You are also saying that if you do not do the job that you are assigned Mr. Logan has the right to expel you from the newspaper staff. Your position will be terminated when you fail to do your work.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Mr. Logan \_\_\_\_\_ Date: \_\_\_\_\_

