

**Chapin High School Journalism: Home of the Blueprint Yearbook, The Chapin Chronicle, Chapinchronicle.com, Chronicle Social Media (Twitter, Facebook, Instagram, Pinterest), Vantage Point Literary Magazine, Editorial Internship (and anything else we'd like to create this year!)**

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Also check the school and class websites for information <https://sites.google.com/site/chapinjournalism/Home>  
Bookmark this site and others we use in class on your computer at home and at school.

The Journalism objectives include, but are not limited to:

- a) students demonstrate an understanding of media development, press law and ethics
- b) students practice, report, and write for a variety of audiences and purposes
- c) students demonstrate understanding of principles of publishing writing and photography through designs using available technologies
- d) students demonstrate understanding of the economic responsibilities and obligations of publishing projects

**Attendance:** Your active participation is vital to your program. You are part of a team and we all depend upon your participation and attendance. You are expected to be on time to class, events and to meet deadlines.

- a) when assigned outside class activities, you are expected to arrive on time and leave immediately when the function is finished. You must be in proper EPISD/Chapin dress code and behave as a positive representative of this program, this school, and your family.
- b) You are responsible for assignments and deadlines, even if your absence is excused.
- c) Classwork assignments made prior to your absence and due during your absence are due immediately upon your return. Deadlined assignments can be emailed to [jmdaniel@episd.org](mailto:jmdaniel@episd.org) or [shermanpapers@yahoo.com](mailto:shermanpapers@yahoo.com)
- d) Absences during a deadline, coverage assignment, and/or unexcused absences may result in half or even zero credit.
- e) **NO CALL, NO SHOW, NO GRADE.** (Please call 832-6730 ext 6110 or my cell to update status.)

**Tardy and Assignments:** Tardy is defined as a student who arrives to class after the final bell rings. Tardy students, **with or without entrances passes**, must sign in before taking their seats. Tardy detentions and other disciplinary actions assigned by administration or adviser will be in accordance to school and district policy.

- a. Additionally, if the teacher has collected homework prior to the student's unexcused tardy, students will earn no more than 50% credit on homework. Students may earn up to 70% on the penalized assignment by working with the teacher during tutoring hours. Printing assignments in another class for this class are not considered excused tardies.
- b. If quizzes, tests, or presentations have begun, students who arrive to class unexcusedly late will receive no extra time to complete the assignment. If students are unexcusedly tardy for more than half the period, the teacher reserves the right to deduct up to 10% from the final score.
- c. If the status of an unexcused tardy changes after the assignment has been completed, the teacher reserves the right to meet with administration prior to considering a grade change. The teacher reserves the right to only add points to a tardy assignment, but not to provide a substitute assignment.
- d. Because students are working more independently on challenging assignments, generating original writings, students may only receive an extension/exception to a deadline if they contact the instructor 72 hours prior to the assignment due date. The teacher reserves the right to deny assignment extension requests.
- e. Changes to assignment procedures may be modified by the teacher as the school calendar of activities unfolds. Students are responsible to maintain proper communication with the teacher via webpage, email, and good, ol' fashioned after school time. Students should rely on teacher instructions, not simply peer recall or peer social media technology for assignment format and due dates.

**15/15 Restroom Rule:** Passes are not permitted in the first 15 or last 15 minutes of class. Natural transitions in class activities will allow for student restroom passes. Any Chapin hall pass policies currently in force supercede teacher classroom guidelines. Students must have their agenda planner and their ID card to be released to the restroom.

**Eligibility:** Students must be academically eligible to participate in and/or cover special events and contests. In the event a student is not academically eligible, a coverage assignment may be made during class that is academically required for the journalism class. For events that happen off campus, all permission slips must be on file. Any students with severe allergies or health concerns **MUST** inform the adviser immediately.

**Decorum:** We will be working together closely to create important, accurate products that reflect the images and attitudes of our school. Therefore, *positive images and attitudes and effective leadership skills begin here! Good manners are the rule!*

- a) Listen (and edit) with respect to others and their ideas. We can agree to disagree, but we need to foster team spirit.
- b) Food, drink, and candy are not permitted at work stations or in the darkroom.
- c) All students must comply with the EPISD Student Code of Conduct.
- d) Cell phones may not be used to take pictures of tests or communicate class materials. Students should not text or call other students during class time, particularly while walking through the school to cover an assignment during school hours. Cell phones may be used after school.
- e) Approved cell phone use during class includes calls for ad sales and interviews with off-campus sources, and is conducted with adviser approval.
- f) Recreational, disruptive, and downright rude use of cell phones during class time is prohibited and phones will be confiscated according to school and state policies. (Please don't text while driving or learning!)
- g) All uploaded materials are in accordance with publication content policies established with advisers and editorial staff. Unapproved and/or malicious uploads/communications may result in disciplinary action from advisor or school administration.
- h) With teacher permission students may use computers to access appropriate music and audio/visual files. Inappropriate material or files or computer use may result in loss of computer privileges, leadership roles, and in extreme cases, schedule changes.
- i) Original student materials, submissions, images and presentations are used for classroom discussion and publication training as well as for possible school-wide review.
- j) Violation of confidentiality or behavior guidelines may result in referrals and dismissal from the journalism program.
- k) Students may not use lab computers and equipment for unapproved activities, including, but not limited to, instant messaging, program/image/video/music downloads, recorded profanities, lewd or libelous behavior, non-academic emails and internet surfing. Failure to comply with requirements may result in loss of internet use, a schedule change and/or a referral.

Journalism students at all levels represent Chapin High School and the Chapin Publications Program. Because journalism students have unique opportunities to travel off campus for assignments, students acknowledge their behavior on or off campus is a reflection of the Chapin journalism program.

As Chapin continues to expand its social media involvement and accounts, all students in the program, particularly editors will be held responsible for online behavior, including, but not limited to rude, profane, malicious, lewd, and potentially libelous content. Furthermore, students acknowledge that inappropriate online behavior as well as school misconduct reflects on the program, and therefore could result in editorial leadership demotion or removal from the program.

All student EPISD district codes of conduct, attendance, dress code, ID cards, cell phones, and tardy rules apply. All Chapin High School Academic Integrity guidelines apply.

### **Consequence Protocol:**

1. Verbal warning, student conference
2. Verbal warning, relocation within classroom, phone call/message to parent/guardian (conference suggested)
3. Referral and removal from class; suspension from school coverage activities and equipment use; editorial/staff probation
4. Parent Conference with administrator

(If necessary, or in an emergency, the teacher reserves the right to remove immediately from class any students who do not comply with EPISD Code of Conduct or classroom rules; student may not return without parent/administrator/teacher/student conference.)

<p><i>I pledge to keep confidential materials entrusted to me to prepare for publication/broadcast/distribution. I also understand I may not remove/communicate photographs, disks, layouts, content, or other materials from class without permission. I understand and agree to follow Chapin School rules in the handling and distribution of these materials as part of my regular class responsibilities. Initial here. (_____)</i></p>
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**Materials:** A notebook (3 ring binder) and a spiral notebook will be required for all classes. Format will vary depending upon the class. It is to be used for only this class period. Both are to be brought to class daily and will be graded as needed by the instructor.

- a) Students are financially responsible for material and equipment check out to them. Lost equipment must be paid for or replaced with an adviser approved, current market value product. Payments are receipted by adviser and business agent. \_\_\_\_\_(initials)
- b) Upon completion of projects, students must return materials and equipment to the instructor and/or the classroom. If school is dismissed, materials must be turned in by the next morning. If equipment is not returned and other students' assignments are in jeopardy as a result, the student responsible for the equipment will not receive full activity coverage credit. (-10% for each day the equipment is late)
- c) Equipment should **NOT** be left in cars, lockers, or with friends. It may be left with an administrator if the adviser is unavailable. School security has the right to enter any car, locker, backpack or other area if the adviser believes school equipment is being sheltered without adviser approval.
- d) Loss of journalism passes will result in a \$5.00 fee; misuse of journalism passes will result reduced coverage privileges, and a possible disciplinary referral.
- e) Equipment is not signed out to students for personal use.

**Deadlines:** All journalism students are **required to complete weekly after school coverage activities & time sheets** for activity coverage and publication construction. Students also earn credit for deadline days. **Failure to attend these events or complete assignments related to these events will result in lower grades.** Failure of editors to meet deadlines may result in demotion to staff writer. Students who do not attend final deadline sessions receive no more than half credit for their deadline work; their work may also be cut from the publication. **Students are dismissed from final deadline sessions by editors and the adviser.** There are **at least two final deadline** sessions each nine weeks. Editors and advisers set these dates in advance; sessions usually end by 5:15 p.m. Students are expected to make **after school transportation arrangements** as necessary to meet deadline responsibilities.

Missed deadlines or incomplete work submitted within a deadline will receive no more than half credit. If a student completes nothing on an assigned layout/project within the deadline period, s/he will receive a zero (0) for the assignment. Students struggling with deadline assignments may be assigned an editor or partner to help meet deadlines. It is the responsibility of the student to communicate deadline conflicts and problems with the editor and adviser at least 72 hours before the deadline date. Grades for final layouts/projects are usually weighted to reflect the number of weeks used for design and completion. (Ex. 3 weeks for layouts = 3 project grades)

**Sales:** When assigned sales activities, all journalism students are required to contact business as well as community and school associates for advertising sales opportunities. Ad space is available in all publications. Students earn credit for sales calls as well as ads sold. Each advanced newspaper student is required to sell at least 1 ad per issue. Yearbook students are required to sell 1 ad during first semester as well as participate in yearbook sales campaigns and sales blitz programs in second semester. Journalism I students begin selling advertising during second semester.

## Homework and Classwork

Homework is generally described as any daily assigned activity that requires preparation and/or review outside of class for the upcoming daily class use. Additionally, homework assignments may involve additional reading, research, or writing that will be used during upcoming class periods. The purpose of homework is to provide practice for activities and foundation for the class instruction. Homework will be considered **late and not eligible for full credit** when **not available at the time requested or collected by the teacher**. If students do not complete assigned homework activities, they may not be adequately prepared for the next instructional activities or projects, and again, may earn poor classwork/homework grades as well. Late homework assignments receive no more than 50% credit. Unless otherwise specified, homework is considered to be an individual activity.

Assignments made **before** your absence and **due during** your absence are required to be submitted on the **first day of your** return to class. This includes school sponsored extra-curricular activities. (**Or, turn assignments in early.**) Make sure that you adhere to make-up work/absence and assignment guidelines in order to receive proper credit. Refer to the class procedures or ask me. Students who know they will be absent on a due date should turn in work prior to the absence.

Quiz grades, not tests, may be improved after assigned review activities are completed. Reteach/retest activities may include corrections for ½ credit, averaging two quizzes for a substitute grade, classroom review activities, or other activities designed by the teacher.

Major assignments (tests, projects, layouts) assigned in advance and submitted late (with excused or unexcused absences) may receive no more than 50% credit. Please check with teacher within 72 hours to discuss assignment issues.

Graded assignments, projects, and layouts may include both objective as well as subjective evaluations. Where appropriate, rubrics will be distributed and returned work discussed during class and by appointment.

Final projects and layouts are also to be submitted with background notes and drafts, and are due within the class period, not by the end of the day, unless approved in advance by the instructor. If assignments are submitted online or via email, they must be received by the assigned deadline time to receive credit.

**Quill and Scroll/Academic Letters:** Outstanding contributions to Chapin's scholastic journalism program are recognized by Quill and Scroll, the high school journalism honor society. Please see the adviser or current members for details. Students interested in advanced editorial leadership positions need to have at least 1 semester of journalism I before enrolling in Yearbook, Newspaper, or Broadcasting. Students who generate 100 publication points are eligible for academic letters. Please see the adviser or current staff members for details about advanced journalism opportunities.

**Travel to Regional/State/National Conferences:** Depending upon yearly budgets, selected students may be invited to attend competitions at district, regional, state, or national levels. In the event students attend state or national conferences, students are responsible for the assign travel payments. Students may pay for trips with assigned publication advertising sales, fundraisers, or personal funds. Due to strict district policy changes regarding travel, once the plane ticket is issued in the student's name, there can be no "swapping" of students in the event a student can no longer attend. As a result, the student and his/her family is financially responsible for the cost of the ticket if the student does not attend the conference. Parents and students will make payments to the business agent at the school. Failure to pay any remaining balance will be considered a financial obligation, similar to lost/damaged equipment, lost books, lost uniforms, etc.

\*\*\* This means travel plans should be made carefully and with parent and teacher involvement so that everything works out for all! We try to include as many students is as feasible and economical for the program and the students.\*\*\*\*

**Planned Assessment Structure for Journalism Classes:** Students may request progress reports at the beginning of the week for an update by the end of the week. Late assignments receive no more than 50% credit.

40% Homework/Classwork/Notebook/Quizzes-- (35% NP and YB)

10% After School/Activity Coverage

40% Projects/Final Writings/Layouts/Tests (for example, layouts, photo portfolios, video segments, written stories, final published works)-- (35% NP and YB)

10% Sales and Marketing: (Newspaper and Yearbook)

10% Nine Week Test

**This course requires additional participation beyond regular school hours.**

I have read Journalism/Publications Program guidelines.

As the year progresses, I understand Mrs. Sherman is available for student and parent conferences by appointment. I understand that many class activities can be accessed via the internet at the class website: <https://sites.google.com/site/chapinjournalism/Home> ; however, the website is not a replacement for proper attendance and interaction with the teacher and class activities.

We understand this course requires additional participation beyond regular school hours.

Students are financially responsible for material and equipment check out to them. Lost equipment must be paid for or replaced with an adviser approved, current market value product. Payments are receipted by adviser and business agent. \_\_\_\_\_(initials)

Student signature \_\_\_\_\_

Parent/Guardian signature(s) \_\_\_\_\_

Home & Cell phones \_\_\_\_\_

Preferred emails \_\_\_\_\_

Parent Portal? \_\_\_\_\_ YES \_\_\_\_\_ NO

Additionally, I give permission for my student's work, (including, but not limited to articles, photographs, column, sidebars) to be posted on the internet with byline credit. I also give consent to have my student's picture included on the class website to illustrate class activities. I understand captions for pictures may include student names and grade levels. If necessary, I understand a new FERPA release will be completed to authorize this participation.

Please submit this signature sheet by \_\_\_\_\_.  
Place a copy of the rules in your notebook.

**CHAPIN HIGH SCHOOL/EPISD TRAVEL INFORMATION/AUTHORIZATION**

Your child is participating in the yearly activities of Chapin High School and the EPISD's instructional Journalism Program of El Paso, Texas.

Part of the journalism projects will take place at locations within the community in addition to his/her home school, Chapin High School.

1. I, the undersigned, grant my (son) (daughter) (ward) \_\_\_\_\_ permission to participate in the Chapin High school EPISD program and to travel to different locations in El Paso County during the school year.

2. My child will be covered by 24-hour student/health/accident insurance/HMO with

Insurance Company: \_\_\_\_\_

Policy Numbers: \_\_\_\_\_ will cover my child/ward in the event of medical expenses incurred while participating in the EPISD/Chapin High School Journalism programs

Our family physician is \_\_\_\_\_ Telephone: \_\_\_\_\_

3. In the event of an accident/incident while participating at EPISD related functions, the student must comply with the policy of the medical staff/sports trainer regarding treatment. The EPISD instructor, medical staff member, or school administrator has my permission to obtain treatment for my child/ward.

(Signature of Parent/Guardian) \_\_\_\_\_

YES    NO

- \_\_\_\_\_    \_\_\_\_\_    Drive own car                                    **\*\*Insurance Coverage and TXDL ID copies required**
- \_\_\_\_\_    \_\_\_\_\_    Drive family car
- \_\_\_\_\_    \_\_\_\_\_    Drive car with other passengers
- \_\_\_\_\_    \_\_\_\_\_    Permission to ride with fellow students (or student driver)
- \_\_\_\_\_    \_\_\_\_\_    Permission to ride with friends and/or relatives
- \_\_\_\_\_    \_\_\_\_\_    Permission to ride bicycle or public transportation
- \_\_\_\_\_    \_\_\_\_\_    Permission to walk home or ride Chapin activity bus (including to sporting events)

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contacts:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Advanced students may have EPISD permission trips forms on file in order to leave campus for special assignments or ride activity busses with the teams to events. Parents/guardians will be notified in the event that students have the opportunity to cover events during the school day. Students must be current with work in other classes and academically eligible.