

# General Operating Procedures— Advanced Journalism

1. You must sign out if you leave the room. Sign out is on cupboard door. You need to be where you sign out to. Don't hang out in commons, disrupt classes, etc. We have never abused this privilege, so don't be the person who would cause us to lose it.
2. Interviews: You will need to schedule appointments with administrators, teachers, and coaches to get information for your stories. Schedule administrator appointments through their secretaries. ALWAYS keep your appointments. Be ON TIME. Write THANK YOU notes afterwards. Be polite and respectful in order to maintain good relationships with the people we need to give us vital information.
3. When you get supplies, materials, etc. out of the closets in the journalism office, ALWAYS PUT THEM BACK EXACTLY WHERE YOU FOUND THEM. Then they will be there for the next person who needs them. Mrs. Jones is NOT RESPONSIBLE for you!!!! YOU are responsible for yourself.
4. If you are not sure how to do something or how to get started on something (story, typesetting, etc.), ask your editor, the editor-in-chief, managing editors, or Mrs. Jones. Always ask...**doing nothing is unacceptable.** There are no dumb questions.
5. Communicate with your editors at all times. Let them know of the status, angles of your stories. Consult with them about any problems you are having, because an early start solves most problems.
6. Always do what you have been assigned to do and do it by deadlines. If you have problems, see #5 above. If you fail to do what you are assigned to do, the whole publishing process comes to a complete stop and this will impact EVERYONE. Also, we get charged BIG BUCKS if we fail to meet our publishing date!!!!!!
7. Deadlines are deadlines. Always make sure your editor has access to your story/graphics files when we are on deadline. Plan ahead if you will be out of town and let us know. Make sure you have your work done before you leave. Also let the editor-in-chief or Mrs. Jones know when you will be gone for sports activities. Have your mother schedule your doctor's appointments during some other block. Your presence is needed here. Failure to have stories ready on deadline is the **#1 JOURNALISM NO-NO!!!!!!** Remember the Jones' SIX P PRINCIPLE—Prior planning prevents pitifully poor performance.
8. Major grade deductions will be taken if you fail to have a story done on deadline if you have been spotted wasting classtime on the previous days. Failure to do a story results in total story points deducted from your grade. See #5. If a story dies, it is YOUR responsibility to communicate that and to help provide an alternative.
9. You are free to hang out in the journalism office and to use the phone on your free periods. You may use the computers for other classwork as long as we are not on deadline. If you do come in, make sure you keep the lab clean and all work saved on the computers and server safe and secure.
10. Journalism and school phone numbers are on a sheet of paper posted above the phone on the wall.
11. Don't change any of the settings on the computers. This could affect someone else's pages and cause them HOURS of extra work time.
12. If something is wrong with one of the computers, let the editors-in-chief or Mrs. Jones know immediately!!!!!!
13. A good way to keep track of your materials is to use a pocket on your mailbox. Also, don't leave interview notes and research materials lying around. Always keep your interview notes until after publication. Get a reporter's notebook, date it, and put your name on it. [Note: Professional reporters keep and file away years of reporter's notebooks to use for the future and for possible subpoena in court cases.]

14. Communicate with other reporters and editors by leaving messages on their boards. Telling Mrs. Jones to tell someone something is a very questionable practice since she is getting old and is known to have a bad memory. [A corollary to this rule is that you must regularly check your boards for notes and messages.]
15. Feel free to use any of the journalism resource books. Don't take them out of the room without permission. Always put them back where you found them. Never take any of the photography equipment without completing the checkout form on the door and by telling the photo editor or Mrs. Jones. Always let one of them know when you take a camera.
16. We have THOUSANDS of dollars worth of NEW equipment and software. Take care of your supplies and equipment as if you paid for them yourself...in fact, you will have to pay for something if you lose it or trash it.
17. While it is OK to socialize, don't overdo it. Make sure your work is done. Don't keep others from getting their work done. Check to see if there is an errand or a job that you could do, so others aren't overworking. Be proactive and do a job that needs doing; don't be someone we always have to jump start.
18. If you aren't dedicated to producing a premium quality newspaper, or if you just want a class where you can goof off, please do us all a favor and go change your schedule ASAP. We expect you to be productive, not decorative.
19. Remember there is reporter's privilege in every sense of the phrase. As a member of the Pirateer staff, you will have privileges other students do not. But with your privileges come RESPONSIBILITIES as well. You can't accept one without the other. They go hand in hand. Responsible journalists act in responsible ways.
20. Most importantly, have fun!