Century High School, 1000 E. Century Ave., Bismarck, ND 58503 • 701.323.4900 • [www.centurypulse.com](http://www.centurypulse.com)

**2012-2013 Century Star editor, assistant editor,**

**and design editor contract**

Being on a publication staff is no different from being involved in a sport or participating in a school play. Not only is it fun, you will acquire unbelievable experiences for the future. However, students in an editor position must understand the great responsibility that comes with publishing the school newspaper. It requires students to take responsibility and exhibit a high degree of maturity and good judgment. Those selected as editor and assistant editor will be held to accepted journalistic standards and ethical practices. Editors must act as leaders and set good examples for their staff by modeling good behavior and a strong work ethic. The following document explains the responsibility and commitment needed to be an editor and assistant editor. It is important that the editor and assistant editor, and their parents, understand and agree to the following expectations:

**Please initial each section:**

\_\_\_\_\_\_\_\_\_ I will make newspaper one of my highest priorities for the 2012-2013 school year. I am willing to work after school and occasionally on weekends if that is what it takes to meet deadlines.

• Production of a quality publication takes many hours outside of class.

• Regular work nights (layout) will be scheduled each month around deadlines.

• Editors are expected to be present at all layouts.

• If the editor needs additional work time, he or she is responsible for making arrangements with the adviser.

\_\_\_\_\_\_\_\_\_ I understand the importance of my being at school every day—especially on deadlines. When I will be out of school, I will notify the adviser.

• Doctor or dentist appointments should not be made to conflict with layout if at all possible.

• In the event of an absence, it is the student’s responsibility to be sure all assignments are completed or covered by another staffer.

• Editors should also inform Mrs. Skalicky of an absence (including field trips), especially one that falls on a deadline or layout day.

\_\_\_\_\_\_\_\_\_ I am comfortable in working in an organization where the adviser will be supervising me and commenting on my work. I also understand I must work independently most of the time and manage my time appropriately.

• Teamwork is vital to the success of the newspaper. Students will be in positions of leadership and staff members will often work in groups to complete deadlines. Sometimes, that requires leading— sometimes following.

• Editors must be willing to step beyond defined duties for a common goal.

• When the editor has finished assignments, he or she is expected to help others when possible.

• It is also important to enjoy being in the journalism room and to stay positive. Negativity can spread easily and can be detrimental to the success of the newspaper.

• Staff members are responsible for the appearance and the organization of the journalism room. All materials should be put away before leaving the classroom. Editors should supervise and participate in these practices.

\_\_\_\_\_\_\_\_\_ I understand the importance of safeguarding the publication’s content and materials used to produce the newspaper.

• The editor will help regulate photos and content. These items should not be shown to students outside of the staff unless their help is needed for identification etc.

\_\_\_\_\_\_\_\_\_ I understand that failure to fulfill my duties and obligations as outlined here and in my job description may result in the removal from my editor position.

• Meeting deadline is vital. Failure of one staff member to meet one deadline can keep other staff members from completing their deadline.

• The first missed deadline will result in a meeting with the adviser.

• The second missed deadline will result in a second meeting with the adviser where the editor must sign a contract stating exactly what he or she must do in order to continue to hold the position of editor. Failure to meet the terms stated in the contract will result in removal from the position of editor.

• It is understood that editors have additional duties.

\_\_\_\_\_\_\_\_\_ I understand that as editor/assistant editor I am a leader in the school and a role model for my newspaper staff. Because I am choosing to be in this role I will sign and adhere to the SADD contract. Breaking the SADD contract will result in the removal from my editor position.

• I will not drink alcohol, smoke marijuana, or engage in any ingestion of drugs.

• I will not participate in any activities where alcohol and drugs are present.

• I will encourage my staff to make the same decisions.

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Print Student Name Student Signature

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Print Parent/Guardian Name Parent/Guardian Signature

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Date