

Sample editorial policy

(Publication Name) is an independent publication of **(School Name)**.

The purpose of this website is to provide a forum of expression for the students **(School Name)**. It also serves to provide information, entertainment and commentary from **(School Name)** students on matters of school, local, state, national and international issues, with emphasis on local and school issues.

LETTERS TO THE EDITOR

Readers may respond to content and other issues through Letters to the Editor to the newsmagazine and commenting on stories.

LETTERS: An honest attempt to print all letters, regardless of the views or opinions expressed, will be made. Letters must be signed, and any letters which are judged to be libelous, obscene, materially disruptive to school or an invasion of privacy will not be printed. The editors reserve the right to edit all letters.

Editorials or opinion columns representing the views of individual staff members carry bylines. The views in opinion columns do not necessarily reflect the opinions of the high school faculty or the administration.

Accuracy is a major goal of your publication name; therefore, major errors will be acknowledged and corrected within a timely manner.

A few questions to consider

- Does your school have an open forum policy?
- What needs more emphasis?
- What will be the policy if an inappropriate comment is made on the website?
- What will be the policy or the timeframe to make a correction on the website? (24 hours?)
- How will something that was "tweeted" be corrected?
- What will you do if students with first and last names who opted out are identified
- How will you cover a death?
- What other situations may come up during the year?