

Staff Manual

The Royal News
Adviser Chris Waugaman

SECTION ONE

MISSION STATEMENT/STATEMENT OF PURPOSE

The mission of *The Royal News* as the school newspaper for Prince George High School is to provide a publication that embodies the strongest professional standards while striving to present current and relevant stories about the community, inside and outside our building's walls. The goal of *The Royal News* is to inform, enlighten and entertain the publication's readers. The paper will strive to continually provide an open forum for the school and community members to express their views. It is the desire of this publication's staff to uncover and tell as many stories about our students as possible during the year.

SECTION TWO

GOALS FOR THE YEAR

1. Increase Readership

Every year one of the primary goals of the paper should be to work towards an increase in the number of students, faculty, staff, administrators and community members who regularly read the publication. If this is not one of the goals then the paper will eventually lose sight of its mission.

2. Increase Feedback

In order for the paper to foster an awareness of 1st Amendment rights in the student body, there must be an emphasis on reader feedback in the form of letters and reactions. This is perhaps one of the hardest goals to achieve because few students will take the time today to sit down and write a letter to the editor. By encouraging students in 1st Amendment Awareness campaigns the staff can encourage the student body to voice their opinion. The paper's web site will also enable students to post responses to stories and submit email to the editors.

3. Increase Coverage & Depth of Content

The implementation of a beat system and further use of the Maestro plan will help increase these two areas. The beat system will provide a systematic process of covering all areas of the school and community. Currently the staff is required to have five quote sources (one as an expert) for each story. Continuing this standard will demand that the depth of content still remain strong.

4. Reduce Errors

The only way to reduce errors is to help the reporters become better at their craft. As writer-mistakes in the rough and final drafts reduce, the number of mistakes, which the copy editor must fix reduces. In addition each staff member must make their deadlines regularly so the copy editor and editor-in-chief have sufficient time to catch any last minute mistakes. If the staff can reduce the number of errors then the credibility of the paper will remain strong.

5. Improve Photography

The paper's graphic appeal to our readers depends on quality photography. Photo editors must be available to cover events on a regular basis and be open to mentor younger photographers on assignment. Staff photographers should be familiar with strong composition and be able to properly use shutter and aperture settings to take clear, crisp, vibrant photographs. As always the focus should be to implement as many emotional, storytelling, action shots as possible.

6. Improve Headlines & Cutlines

Writers and editors should bring a deeper focus on writing quality headlines and cutlines. These elements draw readers in and are the first elements scrutinized.

7. Increase Ad Sales

With costs of printing rising each year, it is more important than ever to be sure that our ad sales continue to pay for all costs associated with the paper. The ad sales help pay for not only the printing of the paper but also membership in NSPA, CSPA, JEA, SIPA and Quill & Scroll. The money received from business ads and patron ads also supplement fun activities.

8. Have Editors Do More Instruction

The editors are the leaders of the publication. They demonstrate their leadership when they instruct young writers how to perform at the highest level. Students will often retain more when their peers are speaking. As editors become stronger leaders, the publication becomes stronger. After all this is the students' newspaper.

9. Utilize Online Database for Posting Stories and Photos

This past year was the first year writers and photographers used an online site for posting their work by deadline. In the end the site proved to be very valuable when everyone followed through with their instructions. This process will be again used and implemented to help in the communication of ideas and submission of work from start to finish.

10. Reduce Number of Missed Deadlines

Every year the ultimate goal is for everyone to meet their deadlines. Accomplishing this goal would make every other goal very attainable.

11. HAVE FUN AND CELEBRATE SUCCESS

The staff will continue to make it a priority to celebrate staff birthdays, have staff luncheons on distribution days, take trips to conventions, celebrate awards won, participate in events such as dodgeball, and do many, many fun events throughout the year,

SECTION THREE

Deadline Schedule

The following schedule is for the production of a 32-36 page tabloid paper to be distributed once a month. The goal for each distribution day is to be near the end of the second week of each month.

October Issue –

Stories Assigned: Monday, September 20th, 2010

Rough Draft Due: Tuesday, September 28th, 2010

Final Draft Due: Friday, October 1st, 2010

Layout Week: Monday, October 4th- Friday, October 8th, 2010

Final Edit: Wednesday, October 13th, 2010

Distribution Day: Friday, October 15th, 2010

VHSL STATE CHAMPIONSHIP/JOSTENS WORKSHHOP – Friday, October 8th

November Issue –

Stories Assigned: Wednesday, October 13th, 2010

Rough Draft Due: Tuesday, October 19th, 2010

Final Draft Due: Friday, October 22nd, 2010

Layout Week: Monday, October 25th- Friday, October 29th, 2010

Final Edit: Wednesday, November 3rd, 2010

Distribution Day: Friday, November 5th, 2010

JEA/NSPA NATIONAL FALL CONFERENCE NOV. 11-14, 2010 KANSAS CITY, KS

Nov. 2nd – No School for Students

Nov. 11 – No School for Students

December Issue –

Stories Assigned: Wednesday, November 17th, 2010

Rough Draft Due: Tuesday, November 23rd, 2010

Thanksgiving Break

Final Draft Due: Monday, November 29th, 2010

Layout Week: Monday, November 29th - Friday, December 3rd, 2010

Final Edit: Wednesday, December 7th, 2010

Distribution Day: Friday, December 9th, 2010

WINTER BREAK: December 18th – January 2nd

January Issue –

Features/A&E/Sports Stories Assigned: Thursday, December 16th, 2010

Rough Draft Due: Thursday, January 6th, 2011

Final Draft Due: Monday, January 10th, 2011

Layout Week: Monday, January 10th - Friday, January 14th, 2011

Final Edit: Wednesday, January 19th, 2011

Distribution Day: Friday, January 21st, 2011

EXAMS: January 26 – January 28

Jan. 17 – No School for Students

Jan. 31 - No School for Students

February Issue –

Stories Assigned: Monday, January 31st, 2011

Rough Draft Due: Thursday, February 3rd, 2011

Final Draft Due: Monday, February 7th, 2011

Layout Week: Monday, February 7th - Friday, February 11, 2011

Final Edit: Wednesday, February 16th, 2011

Distribution Day: Friday, February 18th, 2011

March Issue –

Stories Assigned: Wednesday, February 16th, 2011

Rough Draft Due: Wednesday, February 23rd, 2011

Final Draft Due: Monday, February 28th, 2011

Layout Week: Monday, February 28th - Friday, March 4, 2011

Final Edit: Wednesday, March 9th, 2011

Distribution Day: Friday, March 11th, 2011

**COLUMBIA SCHOLASTIC PRESS ASSOCIATION CONVENTION March 16-18, 2011
New York, NY**

Feb. 17 - No School for Students

April Issue –

Stories Assigned: Monday, March 14th, 2011

Rough Draft Due: Thursday, March 24th, 2011

Final Draft Due: Monday, March 28th, 2011

Layout Week: Monday, March 28th - Friday, April 1st, 2011

Final Edit: Wednesday, April 6th, 2011

Distribution Day: Friday, April 8th, 2011

JEA/NSPA SPRING NATIONAL CONVENTION April 14-17, 2011 Anaheim, CA

April Issue –

Stories Assigned: Monday, April 11th, 2011

SPRING BREAK – April 18th – 22nd, 2011

Rough Draft Due: Tuesday, April 26th, 2011

Final Draft Due: Monday, May 2, 2011

Layout Week: Monday, May 2nd - Friday, May 6th, 2011

Final Edit: Wednesday, May 11th, 2011

Distribution Day: Friday, May 13th, 2011

END OF YEAR BANQUET – Wednesday, May 18th, 2011 @ 6:00 PM

SECTION FOUR

TRN Staff Qualifications and Job Descriptions

Editors-in-chief	Managing Editor	Advertising Sales/Design		
Circulation	News Editor	Sports Editor	Variety Editor	Feature
Editor	Opinion Editor	Copy Editor	Photo Editor	Artists
Writers/Reporters	Photographers	Online Editor		

Editor-in-chief

The role of the co-editors in chief is to oversee the production of the paper in all aspects. They are meant to encourage, inspire, motivate and educate the staff members under them to the best of their ability. They are expected to leave TRN better than they found it, as well as impact the other staff members that will still be working. This position requires the completion of Print Journalism I & II. They must be currently enrolled in Print Journalism III.

- *Make sure every story has been edited at each stage of production, while still allowing it to be turned into the adviser before deadline.
- *Correct any layout mistakes a section editor has made.
- *Double check all folio lines, dates, and volume information before publication
- *Remain in constant communication with each staff member to ensure a strong working environment
- *Coach section editors
- *Organize the agenda for each weekly staff meeting, as well as Editorial Board Meetings
- *Write the monthly staff editorial
- *Answer, respond to and encourage Letters to the Editor
- *Learn how to confidently operate and instruct others how to operate InDesign and Photoshop
- *Recognize weaknesses in staff reporters and fellow staff members so that a focus on improvement may be made.
- *Work in tandem with Managing Editor to make final adjustments and send all pages to printer in a timely fashion

Managing Editor

The managing editor is expected to oversee the overall look of the publication. Managing editor should work with all page editors to ensure all pages will meet our style criteria and look the best they possibly can.

- *Correct any layout mistakes a section editor has made.
- *Confidently operate and instruct others how to operate InDesign and Photoshop
- *Coach page editors
- *Remain in constant communication with each staff member to ensure a strong working environment
- *Work in tandem with Editor-in-Chief to make final adjustments and send all pages to printer in a timely fashion

Advertising Sales and Design

The advertising manager is expected to keep an accurate record of expenses. Advertising manager is expected to organize the sale and design of all ads.

- *Contact businesses immediately after ads have been sold to confirm a purchase.
- *Update monthly balance.
- *Update the book of ads.
- *Update ads placed on each page and make them appear in an orderly fashion.
- *Design ads in InDesign and use techniques of modern advertising design.
- *Visit or contact advertisers monthly to update ads.
- *Help with the collection of funds with any fundraiser.

Circulation & Event Coordinator

- *Organize and inform staff about distribution day
- *Print mailing labels for mailing the paper.
- *Organize papers for distribution
- *Gather recycled papers
- *Send issues to exchange schools

*Post issues on the exchange boards as we receive them

Section Editors:

News Editor

The role of the news editor is to aid in informing the reader of current events in the school and community.

- *Assigns all news stories and photos with accompanying cover sheets that are timely and relevant to the students
- *Plan a dummy page for each page in the paper and/or update assignment and page boards in classroom
- *Edits each stage of the article for accurate information and copyedits as well – must return articles in a timely manner
- *Assigns headlines
- *Assigns two people to peer edit
- *Doubles as a reporter
- *Responsible for news briefs
- *Responsible for calendar
- *Works with other section editors to help determine front page in case Editor in chief is unable
- *Works with web editor to keep web page updated daily/weekly

Feature & A&E Editor

The editor of the feature section is responsible for judging which stories will be the most entertaining and informative for the readers.

- *Develop story ideas for monthly focus/newspegs
- *Assign story cover sheets to everyone in the section
- *Assign photos and art
- *Plan a dummy page for each page in the paper and/or update assignment and page boards in classroom
- *Edits each stage of the article for accurate information and copyedits as well – must return articles in a timely manner
- *Assigns headlines
- *Assigns two people to peer edit
- *Doubles as a reporter

Sports Editor

The role of the sports editor is to aid in informing the reader of current sports events and news in the school.

- *Assign story cover sheets to everyone in the section
- *Organize all standing elements for that month (sports briefs, sports columns and calendar)
- *Selection and interview of the athlete of the month
- *Assign photos and art
- *Plan a dummy page for each page in the paper and/or update assignment and page boards in classroom
- *Edits each stage of the article for accurate information and copyedits as well – must return articles in a timely manner
- *Assigns headlines
- *Assigns two people to peer edit
- *Doubles as a reporter

Variety/Ampersand Editor

The role of the Variety editor is to make sure that everything in the section is entertaining to the reader.

- *Develop a relative theme for each layout
- *Assign story cover sheets to everyone in the section

- *Organize all standing elements for that month (website run-down, rating system)
- *Check to see if the rating system is used in each review
- *Maintain a list of upcoming music releases, film releases, concerts, and focus on what is coming up, not what as already happened

- *Assign photos and art
- *Plan a dummy page for each page in the paper and/or update assignment and page boards in classroom
- *Edits each stage of the article for accurate information and copyedits as well – must return articles in a timely manner
- *Assigns headlines
- *Assigns two people to peer edit
- *Doubles as a reporter

Opinion Editor

The role of the opinion editor is to seek out relevant topics of which to report an opinion.

- *Organize the letters to the editor and verify them
- *Make sure the staff editorial is included in each month
- *Make sure the question of the month is included in each issue
- *Try to center opinion pieces around the theme of the month
- *Make sure the Editorial cartoon is included in each month
- *Assign story and angle cards to everyone in the section
- *Assign photos and art
- *Plan a dummy page for each page in the paper and/or update assignment and page boards in classroom
- *Edits each stage of the article for accurate information and copyedits as well – must return articles in a timely manner
- *Assigns headlines
- *Assigns two people to peer edit
- *Doubles as a reporter

Staff Writers/Reporters

- *Take part in the development of articles with editors and photographers
- *Meet criteria and deadlines in a timely manner
- *Communicate with editor throughout the writing process.
- *Contribute to brainstorming sessions
- *Conduct appropriate research and interviews for articles from a true diversity of sources and perspectives
- *Develop interesting angle
- *Communicate with editors and photographers about the visual aspects of the articles
- *Arrange info graphics, sidebars, etc., with section editor
- *Have draft conference with section editor and quickly fix any problems.
- *Finish draft on time, turning in copies to section editor and copy editor with suggestions for two headlines, two decks and two pull quotes.

Artists

- *Contribute to brainstorming sessions
- *Communicate with writers, editors and photographers about visual concepts
- *Develop ideas and share concepts with those involved; take active part in the communication loop.
- *Create high quality visual products
- *Complete miscellaneous artistic assignments as needed

Photography Editors (Front Page/Doubletruck)

- *Oversee the management of the artistic elements of the print and online editions of the newspaper
 - *Contribute to brainstorming sessions
 - *Plan and assign photo coverage of all events related to the month's storyboard
 - *Work with the writer, editor and artists to come up with photo ideas.
 - *Mentor young photographers and lead some instructional sessions
 - *Ensure that the following criteria for photographers are maintained and exceeded
- *Take photos that reflect the concept of the article
 - *Take photos that are filled with action/reaction, reflect the diversity of Prince George High School, are well-framed and are taken in a variety of sizes, orientations and perspectives.
 - *Take photos in a variety of locations around the school/community

- *Record full names, class or every subject in every photo
- *Make electronic proofsheets of digital photographs for editor and writer
- *Use Photoshop to improve the quality of the photos and prepare for production.

Photographers

- *Contribute to brainstorming sessions
- *Work with the writer, editor and artists to come up with photo ideas.
- *Take photos that reflect the concept of the article
- *Take photos that are filled with action/reaction, reflect the diversity of Prince George High School, are well-framed and are taken in a variety of sizes, orientations and perspectives.
- *Take photos in a variety of locations around the school/community
- *Record full names, class or every subject in every photo
- *Make electronic proof sheets of digital photographs for editor and writer
- *Use Photoshop to improve the quality of the photos and prepare for production.

Copy Editor

The role of the copy editor is to oversee the final written copy for stylebook elements, proper grammar, punctuation and general overall writing precision.

- *Contribute to brainstorming sessions
- *Work with the writer and editor to oversee adherence to precise writing.
- *Mentor young writers
- *Proof pages for errors in writing, grammar and spelling
- *Fill in as needed for layout and writing
- *Provide help in exporting pages and preparation for deadlines

Web Page and Social Media Editor

The role of the web page and social media editor is to oversee the management of all online content posted to TRNWIRE.com or the facebook or twitter accounts.

- * Create a schedule of stories and pictures to be posted to the web in a timely fashion.
- * Update page daily
- * Update calendar bi-weekly or as needed
- * Film TRNWIRE Update segment weekly
- * Oversee multimedia work on soundslides and video pieces
- * Be familiar with Wordpress Online content management

Adviser

The role of the adviser is to instruct students how to be ethical and passionate journalists. The adviser's job is to give the students the proper reporting tools to make sound judgments and produce a professional publication based on sound standards.

- *Provide instruction in writing, photography, layout and editorial leadership
- *Help students understand the 1st Amendment and how it applies to them
- *Teach students how to use technology (digital cameras, scanners, software, etc.)
- *Provide feedback for editors and writers

SECTION FIVE

Style rules that pertain to your school

The following is a complete guide to all standard usage in The Royal News. Most of the styles are based on standards adopted by the Associated Press. For further questions regarding style, consult the AP Style Guide. Many of these guidelines have been taken from other manuals.

Capitalization:

Capitalize

1. All proper nouns and proper nouns used as adjectives.

Wayne Clough, British people, Atlanta

2. All titles that precede names, but not those that follow names.

Governor Zell Miller

Zell Miller, governor of Georgia

3. Figures of speech used in place of literal names. Peach State, Golden Tornado

4. The first word in a sentence and the first word in a direct quotation.

Tomorrow we go to town.

“We like cheese,” Chesta said.

5. Names of months and days of the week.

6. Entire names of streets, avenues, etc.

Fifth Street, Laurel Spring Drive

7. Entire names of buildings, theaters, parks, schools, etc.

Administration Building, Fox Theater

8. The first word following a color when the word begins a complete passage or sentence, but not when it begins a mere listing.

He summarized as follows: Two new...

The following are eligible: seniors,

9. Nouns referring to political parties and religious affiliations, but not to political philosophies.

Communist, but not communism

10. Titles of bills, acts and government plans or programs, including student government.

Marshall Plan, Student Capital Campaign

11. Sports conferences, major athletic events Atlantic Coast Conference, Peach Bowl

12. Holidays and special events: Fourth of July, Engineer’s Week

13. Geographical names

14. Names of all nationalities and races.

15. Sections of the country, but not points of the compass.

The South, the Middle West, east, north

16. Names of national bodies, buildings, etc.

Capitol, Interstate Commerce Commission

17. Nicknames of athletic clubs and teams.

Royalettes, Lady Royals

18. Names of organizations, clubs, and societies.
Spanish Club, Mu Alpha Theta fraternity

19. Names of school and governmental committees, bodies and boards.

Do Not Capitalize

1. Words such as former and ex- when used with a title.
former Governor Jimmy Carter

2. Names of college studies except names of languages and specific courses.
thermodynamics, Spanish, IE

3. College degrees when spelled out
bachelor of science

4. Words denoting divisions of real estate, laws, documents, etc.

5. Names of seasons

6. "The" before many publications

7. Prepositions, conjunctions and articles in titles unless: (1) they are the first word in the line or the beginning of the title or (2) they consist of five or more letters.

Abbreviations

1. Never use an abbreviation that would be unintelligible to the average reader. No periods are used.
IFC, ODK, YMCA, KA

2. The first time a name is used it should be used completely spelled.

3. Abbreviate the following always:
Dr., Mr., Mrs., the Rev.

4. Do not abbreviate other titles.

5. Never abbreviate names of states or foreign countries.

6. Never abbreviate days of week, months, street, avenue, boulevard, building article, paragraph, railroad, railway, district.

7. Abbreviate "number" before a figure No. 24

8. Abbreviate "Saint," "Mount" and "Fort" in proper names.

9. Abbreviate years only when referring to college classes.

10. Abbreviate college degrees when they appear after a person's name.
Jody Shaw, PhD.

11. Do not abbreviate a firm's title unless it abbreviates the word in its title.

Numerals

1. Use figures of numbers of ten or larger, including ordinal numbers. Remember not to use superscripts with ordinals.
23, 32nd

Exceptions: April 7, 7 p.m., 6-7 score, 2 Smith Way

2. Use figures to indicate dollars until one million dollars is reached, then use numbers and a dollar sign.
\$200, \$13 million
3. Use figures for house numbers, years, days, latitude and longitude, betting odds, votes, scores, highways, routes, times and room numbers.
4. Use figures for numbered streets (10th or over)
5. Write 7 p.m. and \$4 not 7:00 p.m. and \$4.00.
6. Spell out approximations.
About a thousandth, hundred, million
7. Spell out numbers referring to historic periods.
The early nineties, a forty-niner
8. Spell out common fractions, except when they follow figures.
one-half, 15 1/4
9. Spell out numbers at the beginning of a sentence.
Three hundred protestors attended the rally.
10. Use a comma for numbers of four digits and larger.

Punctuation

Period

1. At the end of every declaratory sentence.
2. After abbreviations that are not capitalized as a general rule.
3. As a decimal point.
4. Three periods to form an ellipse to show words have been omitted.

SECTION SIX

Coverage Ideas - Include 10 with three possible sources for each. These should be feature ideas that do not have a need for timeliness.

Coverage Idea #1 – **Sports/Entertainment: The FAN**

There are many fans out there but there always seems like there is a story on the Yankee fan available. The Yankees seem to be always close to the World Series in the fall - this could be a great opportunity to highlight the extremely active local fan. Any sport or team could work though. Sometimes the team who disappoints works well too.

Sources – Local expert – Team fan club president, students, teachers, coach/players

Web Resource – If you are looking for a Yankee fan go to these sites...

http://newyork.yankees.mlb.com/index.jsp?c_id=nyy

<http://www.nyyfans.com/>

<http://www.yankeetradition.com/>

Coverage Idea #2 – **Reversal of Roles: Powderpuff Football**

In the fall there are powderpuff games everywhere and so this presents an interesting time to do a story on females performing in traditionally male arenas. It doesn't have to be football... it can be in any area where women aren't traditionally the dominant sex.

Sources – Powderpuff players, coaches, teachers, students, guidance counselors, JROTC commanders

Coverage Idea #3 – **Features: Helping the Needy** –

With the unemployment rate continuing to rise many community members are facing more difficult times. This story has a variety of possibilities but it primary will focus on the people who dedicate themselves to helping the less fortunate. It also will serve to inform the community of local efforts to help people during the upcoming winter and holiday months.

Sources -Homeless shelter director, volunteers, people who have received help (must protect their privacy)

Web Resources – http://www.cvc.vipnet.org/cgi-bin/cvc-iew.cgi?org_id=1a09061174806609300

<http://www.homelesschildrenerica.org/report.php>

http://www.manhattan-institute.org/html/wsj-homeless_in_america.htm

Coverage Idea #4 – **Technology: The Electronic Book**

The Kindle device has been something that has been gaining popularity. This electronic book has been becoming more affordable and could change how students study for class.

Sources - Students, librarian, technology reps at stores like Best Buy

Web Resources –<http://www.amazon.com/dp/B0015T963C>

<http://www.wired.com/gadgetlab/tag/kindle/>

http://www.businessweek.com/the_thread/techbeat/archives/2008/08/here_comes_kind.html

Coverage Idea #5 – **Features: Online Educational Programs**

The obvious aspect is one that deals with proximity to how many teachers are improving their education through online graduate study. However a new trend in high school education is taking courses online. Some students in a local county that face overcrowding in their schools choose now to do their senior year at home on a computer.

Sources - Local Expert – Online coordinator for local universities, Department of Education, principals, Director of Secondary Education, teachers, students

Web Source – <http://www.online-education.net/courses/high-school-diploma-courses.html>
<http://www.edweek.org/ew/index.html>
<http://www.nytimes.com/reuters/2009/10/01/arts/entertainment-us-education-online.html?scp=1&sq=online%20education&st=cse>

Coverage Idea #6 – **Features: Odd Jobs – (Similar to the TV show Dirtiest Jobs)**

Teenagers work all kinds of jobs after school. Just like the television show “Dirtiest Jobs” some of our students do tough work. The purpose of this article is to reveal how hard some of our students work to get that extra cash after school.

Sources - students, bosses, employment offices, co-op teachers

Coverage Idea #7 – **Health & Nutrition: Local Gardeners**

This idea developed over a conversation I had with a couple of friends who said that they were thinking about getting into farming. The story would focus on younger people involved with farming on a smaller scale (at home/small acreage – or even smaller in their apartments). Traditionally one thinks of family farming and generations passing the trade down the line. This story could look at new farmers and what has made them grow more of the food they eat.

Sources -Local expert – 4H leader - Teachers/students who garden, produce workers, farmers, hardware store employees who work in the gardening section

Web Resources – http://www2.ljworld.com/news/2005/oct/26/intricate_art_subsistence_gardening/
<http://4-h.org/>
http://journeytoforever.org/farm_library/howardAT/ATtoc.html

Coverage Idea #8 – **Sports: From film to Friday: Follow a coach’s preparation**

With a new coach many people are interested in how s/he will be coaching differently from the last one.

Sources: Head football coach, assistant coaches, players, athletic director

Coverage Idea #9 - **Health: Diabetes National Awareness Month**

Diabetes is on the rise in the nation. Type II is being seen in more and more children. The purpose of this article is to inform readers how people develop diabetes and what can be done to improve one’s chances of not developing it as one gets older.

Sources - doctors, nurses, health professionals, diabetics, teachers

Web Source – <http://www.diabetes.org/>...<http://www.cdc.gov/Diabetes/>...<http://www.jdf.org/>

Coverage Idea #10 – **Politics: Running for Public Office**

Election day will take place in less than two weeks and the path to public office is one that is unclear for many readers. This story will explore how many start their dream of working in public office as early as high school.

Sources - Local expert – an elected official, County officials, government teacher

Web Source – <http://www.civnet.org/>...<http://www.usa.gov/Agencies/Local.shtml>...
<http://www.princegeorgeva.org/>

SECTION SEVEN

Expectations

Welcome to the TRN Staff! You are a special group of young journalists who will spend time this year representing Prince George High School, constantly striving to improve our paper. I expect many things from staff members, but above all else, I expect each of you to put for 100% effort in everything you do. This is a “high pressure” class where deadlines must be met with great frequency.

Class Expectations

This will be one of the classes that you will enjoy the most and hopefully gain the most satisfaction from in the course of the year. However it will also be one of the classes that will require the most hands on work from you each and every day. Even though this is an elective you should expect to write in this class as much if not more than in any English class you have ever taken at the high school.

I expect to see great results from you in each of the following areas every day in this class:

1. Responsibility – A student on this staff must take responsibility for his/her actions. As a member of a staff you are representing the entire news staff and Prince George High School. You will be given tasks that require you to leave the classroom, talk with faculty, and interact with members of the community. If you ever carry out tasks in an unprofessional manner, your connection with this publication will be terminated.
2. Timeliness – Students will be expected to meet all deadlines. Students will also be expected to be on time for class, meetings, photo shoots, and interviews. Failure to meet these expectations will reflect negatively on your grade.
3. Attention to detail – The newspaper is evaluated based on details. Did you get the correct spelling of the name of the person in the picture? Is the event today or tomorrow? Did we win first or second place? Did you sell one _ page ad or a full page for half a year? If you get it wrong, the newspaper staff gets it wrong. If you tell us wrong, we print it at least 1,000 times wrong. Be aware of details.
4. Risk-taking – The newspaper should reflect all of the students in the school, and unless you know everybody in the school that is going to require you to talk to people you don't know. You must take risks to get information even if it is a totally new and uncomfortable experience.

TRN Room Rules –

The TRN staff room (A6) is for production of the school newspaper. The overriding concern is always that a comfortable, work-friendly atmosphere for staff members be maintained.

Before, during and after school, staff members have the privilege of working in the TRN staff room. Unfortunately there are other classes that use this room for class. Be aware of other students and their need for this as their work environment as well. Non-TRN staff members are never permitted to use the computers/cameras or other newspaper materials without consent only from the adviser. No one other than Mr. Waugaman should allow non-TRN staff members to use these items.

Computers are for TRN production. Writers, editors, and photographers have priority. *It is only when there is no one in need of a computer that a staff member may use the computers for personal work.* Do not save any personal work on the computers. The computers may not be used for video games or for music and other non-newspaper related items.

Telephone use. The telephone in the classroom may be used to call other locations in the building with prior consent from the sponsor/teacher. The classroom phone does not dial out. If you need to use a phone for advertisement sales or interviews, you need to ask the yearbook instructor for permission to use the phone in A3 The Publications Room.

CD players, cell phones, MP3 players and other such devices may not be used while in class for any reason. If you use the headphones with the computers and the volume does not exceed a volume that can be heard by other workers, then you may listen to music at the computer. It is school policy that cell phones and MP3 players are not to be used in school during instructional time.

No food or drink is allowed near the computers.

The Royal News
EXPECTATIONS CONTRACT
STAFF CONTRACT

Staff Member/Parent/Adviser Agreement

To create the best working relationship, it is important that we all agree on the expectations. Please consider the following expectations, initial those to which you agree, sign and return.

____PARENT I understand that my child will need to devote time outside of class to the completion of assigned tasks outlined in the staff manual.

____PARENT I understand that my child will be working with specialized equipment and supplies and will be held responsible for any damage and/or waste due to my child's negligence.

____PARENT I understand that if my child is going to be absent he/she needs to contact the publications adviser as soon as possible since we still must meet all deadlines.

____PARENT I understand that my child will be responsible for assisting with financial aspects of the publication (including advertising sales) and that it will be a part of the evaluation criteria.

Parent's signature

Date

____STAFF MEMBER I understand that I may be asked to leave campus on staff related assignments and pledge to behave responsibly reflecting the best of myself, the staff and school.

____STAFF MEMBER I have been made fully aware that I may be asked to devote outside time in order to complete assigned tasks outlined in my job description for deadline time. I commit myself to making those times available.

____STAFF MEMBER I understand the importance of publications equipment and supplies, and treat them with respect. Should I neglect and/or abuse the materials, I will contact the adviser immediately so that alternate plans may be made to meet deadlines.

____STAFF MEMBER I understand that I will be asked to help with financial commitment of the publication (including advertising sales, paper marketing and other fund raisers)

Staff member's signature

Date

____ADVISER As adviser, I understand that a staff member has other obligations and responsibilities. Therefore, I will work with each staff member to make sure he/she fully understands the commitment that is being made prior to assuming a responsibility. I want an open line of communication between staff members, editors, parents and me. Please feel free to call me at school 804-733-2720 or on my cell 804-943-4962. Thanks for your cooperation in making this our best year ever!

Adviser's signature

Date

High staff morale requires the commitment of each staff member to the teamwork and mutual individual support that is necessary for a successful publication. Therefore, each staff member must establish self-discipline in meeting staff and personal expectations and deadlines. If a student does not meet expectations, appropriate action will be taken. Continued failure to meet expectations and responsibilities may result in dismissal from the staff.

SECTION EIGHT

Grading policy

Grades:

20% Advertising Sales –

Each student must sell \$300 worth of business ads by Sept 30th. (1st 9 weeks)

Returning members should sell at least \$150 worth of ads by the start of school.

Any editor not accomplishing this task will forfeit their editorial position.

Each student must sell \$100 worth of patron ads by Jan 10th. (2nd 9 Weeks)

Each student must participate in a fundraising event \$100 each (3rd 9 weeks)

Your 4th 9 weeks grade will be an average of the previous three nine weeks advertising grades.

30% Deadlines –

You will be evaluated on your ability to turn in interviews, surveys, rough drafts, headlines, layouts and final copies on time. All assignments should be submitted to turnitin.com and our Google docs account.

Each assignment that has a deadline attached to it will count for a portion of this grade.

20% Tests, Quizzes, and Worksheets –

This includes open book assignments, layout exercises, spelling quizzes, and unit tests. Tests are weighted more heavily than quizzes and worksheets.

30% Articles, Photos, Layouts & Reflections-

Any work that will be used in the publication is included in this category. Some students who are given specific photo responsibilities for an issue may have more grades for photography work than they have for written work. Your grade for your portfolio will be included in this category as well.

SECTION NINE

Fun Activities for the Staff

1. First Home Football Game Tailgate – Before the game we meet in the parking lot outside the stadium for hamburgers and hot dogs. This is the first social event and encourages students to support one another and get them to support one of the sports teams.

Date: Friday, September 10, 2010

2. Journalism Conference Field Trips –

VHSL State Journalism Workshop/Conference – **Friday, October 8th**

JEA/NSPA National Fall Conference, Kansas City- **November 11-14, 2010**

CSPA National Convention, New York, NY - **March 16-18, 2011**

JEA/NSPA Spring National Convention, Anaheim, CA - **April 14-17, 2011**

3. Food Drive - Each Christmas we hold a can food drive competition against the yearbook staff. Each staff is trying to bring in the most canned food items for a family that our NHS group has adopted. The group that brings in the most cans is treated to dessert made by the other staff. It is a lot of fun and it builds a competitive element that unifies the staff. This may not be pure fun like playing a video game but it really gives the students a sense of pride in doing something good.

Date: Wednesday, December 1st, 2011

4. Holiday Gift Exchange – Every winter holiday season a gift exchange is done with the staff members before break. The event is held after school and everyone brings a dessert too. It takes only 30 minutes but everyone remembers this event.

Date: Wednesday, December 16th, 2011

5. Contests - Each spring staffs across the country submit their work to contest and critique sites for evaluation. This is a great motivational tool to get them to give their best effort throughout the year. Announcing achievements and having great examples in your classroom for students to see is a motivation to strive for excellence. Again this is a bit of a different type of fun. But students are competitive and competition can be fun.

Date: June 15, 2011 (Pacemaker, Crown Award and VHSL State Contests)

May 15, 2011 (Staff Contest Due)

6. Each year our t-shirt is a big deal. When the design is released everyone wants to see it. Our staff wears our shirts everywhere but most importantly on distribution days. When 30 people are dressed in their TRN shirts, you know the paper is on stands. Whenever we go on trips where there are other schools, you know when our newspaper staff is there. It is tremendous how much pride and team unity can come from a t-shirt. The fun part can be to have a day where you make your own shirts by tie-dyeing. Shirts are cheap at your local fabric store.

Date: October 1st, 2011

7. Each year right before the staff goes on Spring Break there is an easter egg hunt around the school (outside). I guess you could say that this involves a bit of investigative journalism but mainly it is just about having fun. Students really get into this activity. Of course there are prizes and one magical egg that holds more than just candy. You can decide what goes in that egg. This year it was a \$20 gift card to Starbucks. This is one of those activities that levels the playing field and downplays the hierarchy of the staff. Judy has mentioned in our conversations how this is

important sometimes when you have a staff where the editors believe they are a above the newcomers.

Date: April 13th, 2011

8. Dodgeball Tournament – Each year the school holds a dodgeball tournament. The staff enters a team of eight members. The team goes out to dinner after and celebrates.

Date: March 18th, 2011

9. End of the Year Banquet – At the end of the year the staff gets together and celebrates the years' accomplishments at an awards dinner. The Editor-in-chief is the MC and she makes all of the announcements and award presentations. The next editors are introduced and it serves as a transition to the next year.

Date: May 18, 2011

10. End of the Year Video – This is the most anticipated event of the year. At the banquet there is a video that documents the year. One student collects the photographs of the staff doing everything throughout the year and along with three songs that the staff votes on, the student creates a soundslide to look back on the year.

Date: May 18, 2011

SECTION TEN

Mentor Suggested Activity for Fun

Make up fun songs with well-known melodies... I really thought this was a great idea for the fact that this allows for the staff to have an identity. The students will celebrate together with a unique ritual all of their own. Each year's staff should determine their own song however. I don't think it should be the same from year to year.

One of my favorite songs is one we continue that's based on the song Pretty Woman. IT goes

Here's my yearbook (newspaper)
The kind you want to see
Here's my yearbook (newspaper)
The kind you want to read
Here's my yearbook (newspaper)
I want to read it, it is the truth
No one tells stories quite like you.

Mercy

Here's my yearbook, see the stories I wrote
Here's my yearbook, see the pictures we took
Here's my yearbook
You are lovely just like me
You are worth every penny
Here's my yearbook
Growl.
I think you get the idea.

Someone needs to come up with a more modern version of this...