

Class Objectives, Policies, and Procedures  
Ms. Haina – Journalism

**Course Objectives:**

Journalism 1: The journalism students will contribute to the production of the school's print and Web news media, *Ka Leo O Na Koa* and *Nā Koa*. Students will become familiar with journalism history and theory, interviewing, various journalistic forms, AP style, Web publishing and basic photojournalism. Journalism also touches on layout, design and headline and caption writing. Students will practice making informed decisions with respect to libel, right to privacy, and general journalistic ethics.

Journalism 2: Students will build on skills already learned in Journalism 1 and assume leadership roles as editors. Editors will be responsible for assisting in the editing of the material that appears in their assigned sections and for the final layout of the entire newspaper. Editors will also be responsible for contributions to and upkeep of electronic media. Students will collaborate on newspaper policy, issue planning, staff decisions and layout assignments. Journalism 2 students are expected to mentor students in Journalism 1. Journalism 2 students are fully responsible for the timely, accurate, and objective production of the school's student media: the print newspaper, website, app, and social media. Students are expected to work independently, following oral and written directions often.

**Classroom Policies and Procedures:**

Students are expected to:

- Be on time
- Be prepared physically and mentally
- Be an active learner
- Not be disruptive
- Pursue and complete assignments outside of class time

What does this mean?

1. *Be on time* means that the student has stepped over the threshold into the room by the time that class is to start. Students should enter quietly, take a copy of the *Star-Advertiser* and/or *The Maui News*, and take a seat at their assigned desks.
2. *Be prepared physically and mentally* means that assignments should be completed; items on the classroom supply list should be in the student's possession; the student should be well-rested and fed; the student should be ready to learn.
3. *Be an active learner* means the student "hears" what the teacher and others are saying and takes active steps to internalize it by taking notes, asking questions, and participating in classroom discussions and activities. An active learner uses all of the class time effectively.
4. *Not be disruptive* means that the student conducts himself or herself in such a way as to not interfere with another student's ability to learn. Students should exhibit scholarly behavior, dress appropriately, practice good personal hygiene, and limit comments and questions to the topic at hand.
5. Every student should plan on spending non-school hours working on journalism assignments including but not limited to: researching, covering sports and events, writing articles, designing graphics, laying out copy, editing, proofreading, polling, and surveying.

**Dress Code Infractions:**

Students are expected to be on time and in dress code upon entering the classroom. Those not in dress code will be given a demerit slip. Each demerit will accumulate throughout the semester. Every three demerits will result in a referral for three hours of detention.

Students should immediately fix infractions if possible, e.g. remove the non-stud earrings, remove the non-approved jacket, and et cetera. Please do these things without discussion or argument. If you disagree with my assessment, you may speak with me after class, during lunch, or after school. Students in multiple classes can be given additional slips for the same infraction in a later block if the infraction has not been corrected by that time or is being repeated.

Students in multiple classes with me can be asked to mark the chart for the same infraction in a later block if the infraction has not been corrected by that time or is being repeated.

**Computer/Cellphone Use Policy:**

Reiterating the school’s computer and cellphone use policy, these items are to be used in the classroom for educational purposes only. The teacher and/or school may jump in and monitor computer activities at any time without further notice.

**Grading**

Grades in this class will be determined by the following factors:

- completion and quality of assignments (worksheets, activities, quizzes),
- consistent completion of additional duties and
- successful completion of production work (including print and Web).

Journalism 2 students are expected to work independently on the Journalism 2 coursework and collaboratively on newspaper/Web production.

## PRODUCTION MINIMUMS

	Journalism 1 Web Stories	Journalism 2 Web Stories	<i>Ka Leo o Nā Koa</i> Released	<i>Nā Koa</i> Released (1 story)
August	1	4		August 31
September	3	2	September 26	
October	2	2		
November	2	2		November 3
December	2	1	December 12	
January	2	2		January 26
February	3	2		
March	2	2	March 6	
April	2	1		April 6
May	2	1	May 8	

- ◆ Successful, productive and diligent completion of duties will produce the highest grades.
- ◆ Falling below the minimum production requirement will severely impact the course grade.
- ◆ Taking extra assignments will raise the course grade.
- ◆ Work on *Ka Leo o Nā Koa* is graded on a curve. Students who do the most work, receive the highest grade.

Students who consistently miss deadlines may be placed on independent study with the highest achievable grade for that work being a C. Quality of work is not a graded factor since all independent study work must be of proficient quality in order to receive a grade. The student will work independently in a separate location during class.

### **“Materials”:**

The items listed below may seem simple, but they are integral to the journalism program. Please read.

- \_\_\_\_\_ Students should have something to write with and something to write on 24/7. A stenographer’s or reporter’s **notepad** is helpful.
- \_\_\_\_\_ School **laptops** are indispensable. Please minimize repair time in the shop by handling them carefully.
- \_\_\_\_\_ A **cellphone**, preferably a smartphone, is highly recommended. As a production-based class, a cellphone helps us stay in touch during non-school hours. It can also be used as a camera and interview recorder.
- \_\_\_\_\_ A method of **transportation**. Staffers frequently need to stay after school to cover events or work on production. They also need to be mobile, able to cover events at other schools and in the community. A reliable method of transportation is important, whether that method is an available parent or a driver’s license.

### **Homework policy:**

- Article drafts and homework are generally due at the start of the period. I will announce any exceptions to this policy.
- Workload will be heaviest near the end of each quarter.
- Late work on assignments other than newspaper production will be accepted for half credit up to the end of the quarter in which it was assigned.
- All work must be completed to complete this class.
- Late work during newspaper production will be substantially penalized.
- If you are unable to make a production deadline, it is key that you communicate with me as soon as you know. Call (269-8883), text, or email me at any time. Do not be afraid to tell me ASAP if you are unable to meet a production deadline! As long as I know you are having difficulty, we can work together to find a successful solution. If I don’t know about it, I can’t help, and it will cost a lot of points.
- **Special note:** Communicating with me does not necessarily mean that the missed deadline is excused, but it does give me an opportunity to have someone else cover for you or to request alternate material from other staff members. Please ask *specifically* if any missed deadline or dropped assignment will count against you.

### **Extra Credit:**

Staffers may write additional articles for extra credit.

### **Mature Subject Matter:**

Some written and video material used in Journalism may contain profanity, sexual themes, violence, and other material suitable for mature audiences. Please contact me if you have any specific questions about this material.

### **Absences:**

- Students are responsible for making up missed **classwork** (non-production work) when they are absent. Work will be emailed on the day of absence.
- During newspaper production, absent students must **email their articles and other work** on draft turn-in days (including final drafts) or communicate their status via phone, email, or other means **on draft turn-in days**. Failure to submit articles or communicate about status on turn-in days will result in large penalties. If you do not follow through on your assignment, there will be a big blank spot in the newspaper where your work was supposed to fit in, so constant submissions and communication are a necessity.
- Even in the event of an unexcused absence, articles must *still* be emailed or otherwise communicated to me.

### **Office Hours:**

My official office hours after school are on Mondays, Tuesdays, Thursdays, and Fridays from 2:30-3:30; please check with me for additional availability if ever you need it.

PARENTS, the best way to reach me is by email at: kyhaina@ksbe.edu  
You may reach me by phone/voicemail at: 573-7019 after school from 2:30-3:30 pm

Parents, if you would like to receive some of the general class text messages that I regularly send to your students' cell phones, please text @klonk to (518) 499-3812, and you will be signed up to receive the same text messages on your phone that your students do. Regular text messages can be anything from a reminder of homework or an upcoming deadline, an announcement, or a call for coverage of an event. I will never send text messages addressed to parents. Parents will always be contacted by phone or email.

Mahalo, parents and students, please detach, sign and return the attached sheet by: \_\_\_\_\_

**Journalism I:**

I have received and read a copy of the policies and procedures for Journalism. I understand them and will abide by the policies and consequences, if I incur them.

Student Name (print): \_\_\_\_\_

Student cell phone: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Best contact phone# for parent: \_\_\_\_\_

Best contact email for parent: \_\_\_\_\_

**Parents and Students, please initial each significant point below:**

Parent   Student

- |       |       |  |
|-------|-------|--|
| -     |       |  |
| _____ | _____ | 1. If students have not satisfactorily completed newspaper assignments by the end of school on final deadline day, they will be given the opportunity to stay indefinitely until the work is revised to an acceptable level. On these days (one Friday per quarter), that might mean students will stay for up to six hours after school has ended. Parents/students are responsible for their own transportation on these days. |
| _____ | _____ | 2. When students are absent on draft turn-in or deadline days, they must still email revised/current versions of all assigned work or communicate with me about them in some form while absent. Stiff penalties apply.   |
| _____ | _____ | 3. Students will be expected to cover events outside of school hours, both on and off campus. Students/parents are responsible for transportation to and from these events and for health/accident insurance for the student.  |
| _____ | _____ | 4. Students may be asked to cover events "at the last minute." Therefore, students who are able, flexible and willing will have more opportunities to earn points for event coverage than those who are not.   |
| _____ | _____ | 5. <b>Missed deadlines result in severe grade reductions.</b>  |

**Journalism II:**

I have received and read a copy of the policies and procedures for Journalism 2. I understand them and will abide by the policies and consequences, if I incur them.

Student Name (print): \_\_\_\_\_

Student cell phone: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Best contact phone# for parent: \_\_\_\_\_

Best contact email for parent: \_\_\_\_\_

**Parents and Students, please initial each significant point below:**

Parent   Student

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Editors will be expected to stay for up to six hours after school on CQ days (one per quarter). Parents/students are responsible for transportation. The amount of staying time will vary depending on the amount of work to be done.  |
| _____ | _____ | 2. Editors will be responsible for setting meeting times and dates to collaborate on the final production of each of the issues of the newspaper if those issues are not complete by deadline. The times they choose may include Friday nights, Saturdays, and Sundays of deadline weekends (one weekend per quarter). The adviser and the classroom facility will be available for these work days. Work completed by the end of these work session will count as "on-time." |
| _____ | _____ | 3. Because this is an endorsement class, editors should expect to do an amount of work <i>roughly twice that of Journalism I</i> .  |
| _____ | _____ | 4. When students are absent on draft turn-in or deadline days, they must still email revised/current versions of all assigned work or communicate with me about them in some form. Stiff penalties apply.   |
| _____ | _____ | 5. Editors will be expected to cover events or dig up news "at the last minute," especially in the case of covering an important story that was dropped by a Journalism I staffer. Therefore, editors need to be flexible and available.  |

## Code of Conduct for Staff Members

*To students and parents of students accepted as members of the school news staff:*

Participation on the school newspaper affords students with more freedom than most other classes. It also requires them to take responsibility and exhibit a high degree of maturity and good judgment.

As members of a group that produces a concrete product that will be distributed to and read by both students and adults, those named to the staff can expect to be held to accepted journalistic standards and ethical practices.

As individuals, they are recognized by many as representatives of the paper, whether actually on assignment or not.

To show that you fully understand the responsibilities of staff membership, please have the following contract read and signed by both you and a parent or guardian.

I, \_\_\_\_\_ (*your name*), as a member of the school newspaper staff, agree to abide by the following code of conduct.

1. I will not take advantage of the freedom given staff members to leave class to cover assignments and do other work for the paper. I will not use journalistic duties as an excuse for playing around outside of class, leaving the building and disturbing other classes.
2. I will meet deadlines for assignments, rewrites and other newspaper projects. If I find that it may be difficult or impossible to meet a deadline, I will inform the editor and adviser at the earliest possible moment.
3. I understand that I am expected to devote time to completing assignments and other production work for the paper, just as I expect to do homework for any other class.
4. I agree to write at least one story per print issue and adhere to the Web stories quota each month.
5. As a representative of the newspaper staff, I agree to abide by standards of good behavior, avoiding rudeness and disrespect to both students and faculty. I realize that the ability of a student press to be trusted with useful and important information may be questioned if individual staff members are observed acting in a childish or irresponsible manner.

*I understand that failure to abide by the terms of this contract can lead to my dismissal from the staff.*

Signed \_\_\_\_\_

Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

**Kamehameha Schools Maui – High School  
Student Media Equipment\* Acceptable Use Agreement**

I, \_\_\_\_\_, agree to abide by the following rules regarding the borrowing of Media Equipment for class assignments.

I understand that the Media Equipment is being loaned to me by Kamehameha Schools as an instructional tool. Accordingly I understand that this Media Equipment should be used for class assignments & school-related activities.

I understand that the KS identification tag should not be tampered with or removed.

I understand that if any item is lost, stolen, and/or damaged beyond repair my family will be held financially responsible to repair or replace the Media Equipment at its current value, including warranties and other provided accessories. Media Equipment costs are detailed on the back of this form.

I understand that if my assigned Media Equipment is damaged or lost, I may also be required to perform school service and/or make partial or full payment towards its repair or replacement as determined by the Principal or his designee.

I understand that my family is financially responsible for items lost or stolen due to negligence, including Media Equipment and accessories on or off school grounds, on weekdays, weekends, and vacations.

I am responsible for knowing where my Media Equipment is at all times. Media Equipment left unattended will be taken to the Principal's office.

I will refrain from:

taking Media Equipment to the beach or near water

storing Media Equipment in extreme temperatures, such as car, truck, or in direct sunlight

storing Media Equipment in my locker (in case of theft).

loaning Media Equipment checked out in my name to anyone else

allowing other students/people to handle or use Media Equipment checked out in my name

I will not use my Media Equipment to make unauthorized images and will abide by all copyright laws.

I am responsible for verifying that the Media Equipment is in proper working condition upon pick-up and return.

I understand that my Media Equipment privileges may be revoked if I utilize the equipment inappropriately.

I understand that if my Media Equipment is taken away by a staff member or is inoperable that this does not excuse me from completing any assignments or projects.

I understand and agree that for any violation of the above rules, I will be subject to disciplinary action as set forth in the Student and Parent Handbook.

Student Name (PRINT) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (PRINT) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**List of Media Equipment for Journalism – KS Maui\***

\*Items \$300 and over are highlighted

Digital Camera Bag (small)	\$25
Digital Camera Bag (large/holster)	\$50
Battery Charger	\$25
Rechargeable Batteries	\$3 ea.
Monopod	\$160
Joby Gorillapod	\$50
USB Cable	\$25
Flip camcorder w/charger, batteries and pouch	\$175
Lens cap (front or back)	\$9
Nikon EN-EL 14	\$1100
Canon EOS XTi	\$700
Canon Rebel T1i	\$800
Telephoto Lens: 100-400mm	\$1400
Canon EFS lens 55-250mm	\$300
Canon 430EXII Speedlite	\$300
<b>Cards and Readers</b>	
4 mb CF card	\$15
CF card reader	\$25
16 gb SD card	\$15
SD Card reader	\$10