

Lane Tech Journalism/*The Warrior* Staff Communication Policy

2017-18

The purpose of this policy is to clarify expectations for respectful, professional verbal and written communication and to hold students accountable for those expectations. This policy shall take effect May 1, 2016, and shall continue in perpetuity. This policy shall apply to students currently enrolled in Journalism 1, 2, and 3, as well as other students who are affiliated with or contribute to *The Warrior*.

1. Communication among staff (both written and verbal) will be respectful and civil at all times.
2. If there is a problem or an interpersonal issue, students will bring the matter to the attention of the teacher, and if necessary, we will involve the dean or principal.
3. Students will refrain from unprofessional or inappropriate written or verbal remarks regarding classmates or fellow students, including but not limited to the following: name-calling, profanity, put-downs, mocking, ridiculing, gossip, negative comments. This includes “play”-mocking, teasing, or making fun in any way that even remotely could make someone feel uncomfortable or unwelcome. Students will also refrain from inappropriate remarks, including but not limited to those described in this policy, in public tweets or posts.
4. Students will not make assumptions, jump to conclusions, or spread rumors; as reporters, we know we must verify the accuracy of our information. Bring serious issues to the adviser.
5. Students will avoid coded/veiled language, abbreviations, or double meaning/ambiguity — keep communication clear and straightforward to avoid misunderstanding or hurt feelings.
6. For all Journalism-related written communication, students will use CPS email to communicate with each other, copying Mr. Strom (Adviser/Teacher) as needed. Students will refrain from using texting or other social media for interpersonal Journalism-related communication. Editors will be permitted to use social media for public communication via *The Warrior*'s Facebook page, *The Warrior*'s Twitter page, and students' own *Warrior*-linked/ professional Twitter accounts. Students' non-Journalism-related personal communications are not covered by this policy.
7. Allow reasonable response time for email. If a recipient does not reply when a reply is expected, the student will follow up with the recipient in person and/or with Mr. Strom the next school day.
8. Comments on Google Docs drafts will balance positive, affirming responses with constructive comments. Students will avoid making terse, imperative commands in their comments. They will instead strive to explain their constructive criticism in a nurturing way that is true to a mentor/mentee professional relationship. Whenever possible, students will frame comments as ideas or suggestions rather than as commands or orders.
9. Cell phones are not permitted in class except to record or transcribe interviews. At the teacher's discretion, cell phones may be permitted for certain other class activities. Texting, social media, shopping, and other inappropriate uses of the cell phones/internet are also prohibited.

The expectations described in this policy are intended to provide structure and guidelines for respectful, professional communication among classmates and co-workers. **The consequences of not adhering to these guidelines will be progressive and may include one more more of the following: conference with student(s), conference with parent(s)/guardian(s), conference with dean, removal from leadership position, dean referral. See CPS Student Code of Conduct for more information about possible consequences for serious violations.**