

<b>BIRCHWOOD NEWS POLICY GUIDELINES</b>		
<b>Date Approved:</b>	7/26/10	<b>Date Revised:</b> /

The district has defined the following policy guidelines regarding student and/or community input in the student newspaper, *The Birchwood News*:

I. The purpose of the school newspaper is to

- a. Provide news/information to those interested in the school district of Birchwood, the community of Birchwood and surrounding communities.
- b. To give students the opportunity to learn about the various aspects of journalism, including the writing process, advertising, interviewing, etc.
- c. To provide permanent documentation of the happenings of the school.
- d. To share the successes of our students and community members.

II. Material to be published

- a. Items published in the newspaper will follow the Society of Professional Journalists Code of Ethics. (Attached is current Code of Ethics in place at the time of this policy's adoption.)
- b. Student input may not include statements, labels, jokes, or any other material that is demeaning or that could be construed in a negative way about any specific person.
- c. Student or Community input will be inline with the districts educational mission and philosophy.
- d. Student or Community input may not infringe upon the rights of other students, staff members, or community members.
- e. Language, pictures, music and symbols may not be obscene, libelous, or be otherwise offensive.
- f. Published material will not criticize or put down anything in the school or community.
- g. Adviser(s) must approve all published material. For student generated community articles a reasonable attempt shall made to verify accuracy with the community source.

III. Expressions of opinion

- a. Editorials on controversial issues will not be included in *The Birchwood News*.
- b. Students will be allowed to express their opinions on matters as long as it is in good taste and approved by the advisor(s).

- c. Letters to the editor will not be included in *The Birchwood News* due to the purpose of the newspaper.

#### IV. Submitted material

- a. Anyone associated with the Birchwood School District or the surrounding community may submit material for publication.
- b. All submitted materials become property of *The Birchwood News* and may be subject to publication.
- c. Submitted material may not be published due to space limitations, content, or libel concerns. If published, staff may edit it.

#### V. Advertisements

- a. Advertisements will be accepted from area businesses and community members at a cost of \$3.90 per square inch, subject to future changes.
- b. Advertisements must be in good taste and not include language that is sexually explicit, vulgar, lewd, libelous, offensive or obscene.
- c. As a drug free school, the Birchwood News shall not print ads promoting use of alcohol, tobacco, etc.
- d. Changes to advertisements are to be submitted by the published deadline each month; deadlines are posted in each edition of the Birchwood News.

#### VI. Advisory Oversight

- a. All materials to be printed are subject to review by the advisor(s) for compliance with the provisions of this policy.
- b. The advisor(s) will consult with the high school principal and/or district administrator with any questions about the suitability of material for publication.
- c. As a drug free school, the Birchwood News shall not print ads promoting use of alcohol, tobacco, etc.
- d. Those who are denied approval for inclusion of material or content in the school newspaper may appeal to the district administrator whose decision is final.