
Summit News Policies and Procedures



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Summit News ♦ summitpsnews@gmail.com ♦ www.summitpsnews.org

Editorial Leadership	4
Letters and Online Commenting Policy	4
User-Submitted Writing Guidelines	4
Privacy Policy	5
Code of Conduct	5
I. CONFLICT OF INTEREST	5
II. COLLABORATION	5
III. COMMUNICATION	5
IV. POLICIES	5
V. INTEGRITY	6
VI. RESPONSIBILITY	6
General Policy and Copyrights	6
I. FREEDOM OF THE PRESS	7
II. THE EDITORIAL BOARD	7
III. THE TEACHER ADVISER	8
IV. THE BUILDING ADMINISTRATION	9
V. CONTENT OF SUMMIT NEWS	9
A: INTRODUCTION	9
B: REGARDING PROFANITY	9
C: REGARDING STAFF WRITING	10
D: REGARDING EDITORIALS	10
E: REGARDING CONTROVERSIAL ISSUES	10
F: REGARDING BYLINES	11
G: REGARDING NEWS AND FEATURES	11
H: REGARDING DEATHS	11
I: REGARDING ILLUSTRATIONS, PHOTOGRAPHS, GRAPHICS, ETC.	12
J: REGARDING ERRORS	12
K: REGARDING ADVERTISING	12
L: REGARDING REVIEWS	13
M: SOCIAL MEDIA	13
N: PUBLICITY	14
O: PRIOR REVIEW POLICY	14
P: STUDENT & STAFF PUBLICATION POLICY	15
VI. STAFF POLICY FOR SELECTION AND DISMISSAL	15
A: TEACHER ADVISOR	15

B: STUDENT ADVISOR SELECTION	15
C: ETHICAL STUDENT ADVISOR SELECTION	16
D: EDITOR-IN-CHIEF SELECTION	16
E: EDITOR AND STAFF SELECTION	16
F: MANAGER SELECTION	17
G: TIMELINE	17
H: REGARDING STAFF DISMISSAL	17
VII. QUERIES	18
VIII. STANDARDS AND REQUIREMENTS (PUBLISHED POSTS)	19
A: ARTICLES	19
B: VIDEOS	20
IX. LEADERSHIP	20
A: THE EDITORIAL BOARD	20
B: SUMMIT NEWS SITES	20
X. INCOMING SITES AND NON-AFFILIATED ORGANIZATIONS	20
A: INCOMING SITES	20
B: NON-SUMMIT NEWS PUBLICATIONS AT SUMMIT CAMPUSES	21
XI. STAFF ROLES AND RESPONSIBILITIES	21
A: STUDENT ADVISOR	21
B: ETHICAL STUDENT ADVISOR	22
C: EDITOR-IN-CHIEF	22
D: SOCIAL MEDIA MANAGER	23
E: RESOURCE MANAGER	23
F: FINANCIAL MANAGER	23
G: COMMUNICATIONS MANAGER	23
H: EDITOR	24
I: STAFF WRITER	24
XII. WORK POLICIES AND PROJECT GUIDELINES	24
A: REGARDING IN-PERSON WORK	24
B: REGARDING REMOTE WORK	24
C: GENERAL PROJECT GUIDELINES	25
XIII. REGARDING TRANSITIONS	25
A: COMMUNICATIONS	25
B: POWER	25
XIV. PENALTIES	25
A: ROLES AND RESPONSIBILITIES	25
B: DEFINITIONS	26
C: PENALTIES	26
D: PROCEDURES	26

Editorial Leadership

The Editorial Board is the decision-making body. Members include the site editor(s)-in-chief¹, editor², resources manager(s)³. The board⁴ meets at least every two months, at a date determined at least two weeks prior. The adviser or editor-in-chief may also call unscheduled meetings if special problems or issues arise. Attendance at all board meetings is mandatory, unless a valid excuse⁵ is provided. Board members are subject to review by the Editorial Board if they fail to fulfill their duties⁶. The board may dismiss a member with a majority vote, but the site editor-in-chief in consultation with the Student Adviser may also dismiss an editor. If a situation arises when the general opinion of the board differs from that of the Student and Teacher advisers, the advisers and the site EICs may set up a meeting to discuss the issue, vote, and majority rules. Policy-making and other aspects of the *Summit News* are decided by a majority vote of the board. The adviser may disagree and make suggestions/comments or call into question the subject matter in order to protect against libel and obscenity concerns. Controversial subjects that arise are to be discussed among the board to determine an appropriate course of action.

Letters and Online Commenting Policy

Users may comment on stories online. The newspaper advisers reserves the right to delete any comment for the reason of appropriateness⁷. The newspaper adviser may not edit the comments of users. Approval of comments for posting on the site lies with the advisers' discretion.

User-Submitted Writing Guidelines

While students submitting writing to the *Summit News* website retain the copyright to their writing, by submitting work to this site, writers grant permission to *Summit News* to display the writing in any form, with edits, as *Summit News* wishes. Should the writers wish for their writing to be removed from the site, they must fill out a form to request the removal of their writing from the website. Here is the link for the form: <https://tinyurl.com/SubmissionRemovalRequest>.

All writing should be proof-read carefully and is subject to further editing by the *Summit News* staff and/or Student Adviser. *Summit News* reserves the right to refuse publication

¹ Site (co)-editor-in-chiefs: Denali, Shasta, Tahoma, Everest, Prep, K2

² Editors include: Photography/graphics editors, section editors, copy editors, content editors

³ The resources manager(s) manage(s) money across all campuses from fundraising campaigns. This money can be used for new equipment, website payments, and contest expenses.

⁴ The board members include all Editor-in-chiefs, all editors, and all editors-in-training, as well as the Student Advisor.

⁵ Valid excuses are as follows: illness, previous appointment, or school. If a member is unable to attend in person, the member should call in to the meeting via phone call or a video-conferencing app.

⁶ Duties include attending meetings, editing submissions, and leading their campuses.

⁷ Profanity, libelous content, and hate speech.

of any material submitted by students that *Summit News* deems inappropriate or not written to the standards of the publication. No anonymous submissions will be published.

Privacy Policy

In keeping in line with the Family Educational Rights and Privacy Act and Children's Online Privacy Protection Act, *Summit News* seeks to protect students' privacy. While the newspaper will use students' first and last names and will publish photos, *Summit News* will never publish phone numbers or addresses either online or in print. When students and/or their families believe their privacy has been infringed upon when the article is first published, they should contact the Student Adviser, whose contact information will be posted on the About Us page. *Summit News* does not honor takedown requests by those who are in the article nor does it change the content of the article once it is published (unless there is a factual error, an incident of potential libel, or unless the person named in the article is referenced for having committed an act for which they were suspended from school).

Code of Conduct

Summit News strives to report the news in a timely but respectful and balanced manner. With this in mind, *Summit News* expects all staff members to follow the code of conduct listed as follows:

I. CONFLICT OF INTEREST

1. All staff members are expected to avoid any personal interests which may call into question their ethics, capability and/or willingness to report fairly and respectfully within the confines of reality.

II. COLLABORATION

1. All staff members are expected to interact with other staff members in a respectful, calm and courteous manner. Disrespect of another person will not be tolerated and may result in disciplinary actions.

III. COMMUNICATION

1. All staff members are expected to remain available to answer communications from colleagues, leadership, SPS administration and external parties.

IV. POLICIES

1. All staff members are expected to read and sign their understanding of this policy manual. Any concerns or questions can be addressed to the Student

Advisor whose contact information will be posted on the “About Us” page on the *Summit News* website.

V. INTEGRITY

1. All staff members will submit original work; any non-original work will be attributed to its author. All information gathered off-the-record must remain off the record. Failure to comply will result in disciplinary action and may result in the revocation of titles and responsibilities.

VI. RESPONSIBILITY

1. All staff members are expected to complete their listed responsibilities in a timely manner. Their work must be of high quality and thoroughly fact-checked. All work must be submitted to their supervising editor.

General Policy and Copyrights

Summit News is the online newspaper produced by the Multimedia Political Journalism classes from Summit Denali High School; Everest Public School; Summit Shasta; Summit Rainier (archived); Summit Tahoma; Summit Prep; and Summit K2 High School.

The Summit News Editorial Policy pertains to all *Summit News* campuses and staff, including Summit Denali High School; Everest Public School; Summit Shasta; Summit Rainier; Summit Tahoma; Summit Prep; and Summit K2 High School.

Summit News has been established as a designated public forum for student editors to inform and educate their readers as well as for the discussion of issues of concern to their audience. It will not be reviewed or restrained by school officials prior to publication or distribution. Advisers may – and should - coach and discuss content – during the writing process.

Because school officials do not engage in prior review, and the content of *Summit News* is determined by and reflects only the views of the student staff and not school officials or the school itself, its student editorial board and responsible student staff members assume complete legal and financial liability for the content of the publication.

The main purpose of *Summit News* is to entertain and inform the student body on topics of relevance at school, in the community, and in the world. All writing in *Summit News* is copyrighted by *Summit News* unless otherwise noted (such as student-submitted writing). Writing is protected by U.S. Copyright laws, and while the © symbol may not appear on all stories, assume that all rights are reserved by *Summit News* and that no part of the documents contained herein may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of *Summit News*. While the advisers reads all copies to help students meet journalistic standards, the site Editor-in-Chief makes decisions about content in order to create an open public forum of ideas.

I. FREEDOM OF THE PRESS

As it is essential to preserve the freedom of the press in order to preserve a free society,

1. The media will serve the best interest of the students and faculty of Summit Public Schools, keeping itself free from any commercial obligations distracting from this purpose; this is defined by the media itself;
2. Any decisions affecting the publications on all levels will be made by the site Editor-in-Chief, the advisers are allowed to give legal advice and their opinion, but the final decision rests in the hands of the site Editor-in-Chief;
3. Only the editorial board may prevent material it judges to be in violation of the media editorial policy from being printed;
4. All media will vigorously resist all attempts at censorship, particularly pre-publication censorship;
5. All media retain the right to publish any and all material attained through an interview by a staff member of the publications staff, holding that the interviewee was made aware that the information could be published in any form at any time;
6. All student media referenced in this editorial policy are designated public forums;
7. Student journalists may use print and electronic media to report news and information, to communicate with other students and individuals, to ask questions of and consult with experts and to gather material to meet their newsgathering and research needs;
8. Summit News and its staff are protected by and bound to the principles of the First Amendment and other protections and limitations afforded by the Constitution and the various laws and court decisions implementing those principles;
9. Summit News will not publish any material determined by student editors or the student editorial board to be unprotected, that is, material that is libelous, obscene, materially disruptive of the school process, an unwarranted invasion of privacy, a violation of copyright or promotion of products or services unlawful (illegal) as to minors as defined by state or federal law;
10. Definitions and examples for the above instances of unprotected speech can be found in Law of the Student Press published by the Student Press Law Center.

II. THE EDITORIAL BOARD

1. The editorial board will consist of all student staff editors and editors-in-training.
2. The editorial board decides on all decisions that pertain directly to *Summit News*.
3. No member of the editorial board shall have more than one vote on the board.
4. All members of the editorial board and the advisers will elect a replacement for the Student Advisor who has been dismissed.

5. All members of the editorial board are expected to know their duties and jobs in the room and must understand the consequences of not fulfilling said jobs.
6. The student editors and staff who want appropriate outside legal advice regarding proposed content – should seek attorneys knowledgeable in media law such as those of the Student Press Law Center. Final content decisions and responsibilities shall remain with the student editorial board.
7. The duly appointed editor or co-editors shall interpret and enforce this editorial policy.

III. THE TEACHER ADVISER

1. The Teacher Adviser is a professional teaching staff member and is in charge of the class just as in a conventional classroom.
2. Serves as a professional role model, motivator, catalyst for ideas and professionalism, and an educational resource.
3. Provides a journalistic, professional learning atmosphere for students by allowing them to make the decision of content for the media and ensuring the media will remain an open forum.
4. Guides the newspaper staff in accordance with approved editorial policy and aids the educational process related to producing the newspaper.
5. May caution, act as legal consultant and educator in terms of unprotected speech, but has no power over censorship or veto except for constitutionally valid reasons.
6. Will keep abreast of the latest trends on journalism and share these with students.
7. Will submit the school newspaper, yearbook, podcast, and online content produced by the students to rating services and contests in order for the school publications staff to receive feedback.
8. Will forward any received correspondence and/or information to the appropriate editors.
9. Will provide information to the staff about journalism scholarships and other financial aid, and make available information and contacts concerning journalism as a career.
10. Will work with the faculty and administration to help them understand the freedoms accorded to the students and the professional goals of the school publications.
11. The adviser will not act as a censor or determine the content of the paper. The adviser will offer advice and instruction, following the Code of Ethics for Advisers established by the Journalism Education Association as well as the Canons of Professional Journalism. School officials shall not fire or otherwise discipline advisers for content in student media that is determined and published by the student staff.
12. In case of the Teacher Advisor not upholding their role to the board standards as stated above, the student editorial board will call a meeting to address these failures. Should the Teacher Advisor continue to fail to meet board standards, the student editorial board will assume the responsibilities of the Teacher Advisor and go to the Expeditions Head.

IV. THE BUILDING ADMINISTRATION

1. Expeditions will provide the students of SPS with a qualified journalism instructor to serve as a professional role model, adequate classroom equipment, and space for a sound journalism program.
2. SPS Expeditions administration will offer equal opportunity to minority and/or marginalized students to participate in journalism programs.
3. SPS Expeditions administration are not allowed to view and approve publication content before publishing.

V. CONTENT OF SUMMIT NEWS

A: INTRODUCTION

All content decisions will be made in occurrence to the following provisions, while keeping in mind that the overall purpose, role and goal of Summit News is to

1. Inform, interpret, and entertain its viewers through accurate and factual reports, where information has been thoroughly gathered and information has been completely verified;
2. Serve as an educational laboratory experience for those on staff;
3. Be accurate, fair, and impartial in its coverage of issues that affect the school community;
4. Summit News will not avoid publishing a story solely on the basis of possible dissent or controversy;
5. Cover the total population of Summit schools as effectively and accurately as possible;
6. The staff of Summit News will strive to report all issues in a legal, objective, accurate and ethical manner, according to the Canons of Professional Journalism developed by the Society for Professional Journalists. The Canons of Professional Journalism include a code of ethics concerning accuracy, responsibility, integrity, conflict of interest, impartiality, fair play, freedom of the press, independence, sensationalism, personal privacy, obstruction of justice, credibility and advertising.

B: REGARDING PROFANITY

1. Summit News will not print unnecessary profanity.
2. The editorial board will make the decision on whether content is considered profane or whether it is a cultural or non-vulgar slang term.
3. The editorial board reserves the right to censor profanity or unnecessarily offensive words by using asterisks.

C: REGARDING STAFF WRITING

1. All writing in the media, other featured columnists, will be written by students of the journalism program - both the Multimedia Political Journalism class and student-led clubs in SPS schools - or SPS and will not be accepted otherwise.
2. Summit school students outside of the media staff will have the opportunity to submit writing to the media.
3. Any writing submitted from an outside source for use will be accepted upon request of the editorial board or when open opportunities arise, and will be viewed by EICs and advisers for verification.
4. Any material submitted from an outside source can be edited by the editorial board and must comply to this handbook's policy.
5. Writing must be the original work of the writer.

D: REGARDING EDITORIALS

1. All editorials⁸ printed will be bylined as: "Staff Editors".
2. Editorial ideas may be submitted to the editorial board by all members of the appropriate staff.
3. All printed editorial subject matter will be determined by the editorial board.
4. Summit News will not publish any material for which there is evidence that the author is using the paper for inappropriate personal gain.
5. Summit News will endeavor to provide a chance for comment on all sides of a critical issue in the same edition.
6. The editorial board, which consists of the staff's student editors, will determine the content, including all unsigned editorials. The views stated in editorials represent that of a majority of the editorial board. Signed columns or reviews represent only the opinion of the author.

E: REGARDING CONTROVERSIAL ISSUES

1. All coverage of controversial issues will occur in a timely manner.
2. All sides of the issue will be presented and reviewed so as to refrain from any bias, with exception of opinions.
3. In news, all sides of a school, community, city, state, national, or international political issue will be presented factually so as to inform rather than promote or endorse.
4. Summit News will not publish material that is unnecessarily obscene, libelous, or an unwarranted invasion of privacy.
5. If question on the veracity of publication persists, the issue will be brought to the editorial board who must consider the following questions before publication of the piece:
 1. Why is it a concern?
 2. What is it's journalistic purpose?

⁸ An editorial is a cross-campus collaboration, not the product of one site, or 1-2 editors. The product of one site or 1-2 editors is an opinion editorial.

3. Is the information accurate and complete?
4. Are any important POVs omitted?
5. How would we feel if the story was about ourselves or someone we know?
6. What are the consequences of the publication?
7. Is there a logical explanation to anyone who challenges the issue?
8. Is it worth risking our credibility?
9. What are the alternatives?

F: REGARDING BYLINES

1. All articles, graphics, photos, art, columns, pages, reviews, and other material creatively conceived, with exception to staff editorials, mug shots and cut-outs will be bylined with the producer's name.
2. All bylined writers will be held accountable for their work.
3. When more than one person has contributed creatively to a piece of work, any person who has contributed to the work must be bylined as a producer.

G: REGARDING NEWS AND FEATURES

1. The media will specialize in and emphasize on informing their readers of school news and unique students of the Summit Public School community.
2. The media will cover community, state, national, and international news if it is directly relevant to the school community, and includes local angles.
3. The media will strive to provide coverage to all school organizations and functions.
4. When faced with the undesirable news such as student or staff or faculty crimes, the publication will endeavor to publish the facts correctly, explain the issue, and put a stop to any speculative stories that inevitably develop.

H: REGARDING DEATHS

1. Any current student, staff member, faculty member or building administrator that dies during the year will be recognized in the school media.
2. The media will publish factual information (date of birth, date of death, survivors, organizations, hobbies, interests) and a mug shot, if possible.
3. The school media will work to obtain permission from the deceased's family before publishing any information regarding the cause of death, if permission is not granted, the editorial board reserves the final say in publication of cause of death. Suicide will not be listed as a cause of death.
4. The school media will treat all deaths in a tasteful, respectful way.
5. An issue, or portion of an issue, should not be dedicated to or in memory of the deceased.

I: REGARDING ILLUSTRATIONS, PHOTOGRAPHS, GRAPHICS, ETC.

1. All cutlines will record the who and other necessary information in the photo.
2. All photographs must be captioned and bylined, with the exception of mugs and cutouts.
3. Bylines are required on all online photos and galleries.
4. Any photographs that contain any inappropriate attire or actions must be reshot.
5. Artwork represents the interpretations of the artist, not necessarily of the staff or any Summit Public School campus.
6. Summit News will not publish any photos, illustrations etc. that ridicule, demean, or misleadingly represent any individual or group.
7. Electronic manipulations changing the essential truth of the photo or illustration will be clearly labeled if used.

J: REGARDING ERRORS

1. Concerns about errors in the school media may be submitted through the Student Adviser; the email is posted on the About Us page.
2. The editorial board retains the right to determine whether, in fact, an error has been made.
3. Known and or found errors that are brought to the attention of Summit News will be addressed regardless if realized by author, audience, or staff member.
4. Staff members will strive to correct errors prior to publication; however, if the editorial board determines a significant error is printed, the editorial board will determine the manner and timeliness of a correction.
5. Major corrections are determined by the student editorial board.
6. If changes are made to a web story once a story has been posted, the change will be noted along with the date and time the change was made.

K: REGARDING ADVERTISING

1. The publications will not accept advertising for products that are illegal for minors to purchase and/or use.
2. Students not of legal age whose photographs appear in an advertisement of the publications are required to sign a model release form, as well as their legal guardian.
3. The publications will not run advertising without a proper signature on the advertising contract which explains terms of payment, content, size, publishing dates, includes attached layout which explains the terms of payment, content, size.
4. The publications will not accept personal or classified advertising.
5. All ads need to be approved by the editorial board, any ad not deemed appropriate by the board will not run.
6. The publications will cease to publish advertising of any advertiser that does not meet payment obligations specified in school contract.

7. If a published advertisement is incorrect in substantive content, a reduced price or corrected run will be negotiated.
8. Web ads appear in a specified section of the website and randomly rotate through the area each time the page is refreshed.
9. Advertisers who specifically purchase web ads, as opposed to being given the complimentary one, will have their ad appear more frequently in the designated area.
10. Advertising that appears in the media is not necessarily endorsed by the media or its staff members, editorial board or adviser.
11. All ads are billed on Nov. 1 unless alternative arrangements are made with the editorial board.
12. Bills which are not settled by Dec 1. will incur an additional fee of 30% of original balance. An additional fee of 30% the original balance will be added the first of each month until the bill is paid.

L: REGARDING REVIEWS

1. The reviewer must have experience in the area in which they are reviewing⁹.
2. All reviews will be bylined and all reviews will be expressed as the opinions of authors; the editorial board does not express opinions on the subject matter.
3. All reviews will be to evaluate and inform, not to promote.
4. Evaluative criteria used will be determined by the editorial board depending on whether the event or item being reviewed is professional or amateur in nature.
5. Review ideas may be submitted to the editorial board by all members of Summit News.
6. All reviews must first be reviewed by the opinions editor or site Editor-in-Chief prior to publishing.
7. All reviews need to be reviewed and printed in a current and timely manner.

M: SOCIAL MEDIA

1. Social media will be used to promote Summit News, to promote published content and to engage the Summit Public School community.
2. The editorial board reserves the right to remove comments that violate any provisions hitherto outlined by this policy¹⁰.
3. Information posted on social media platforms should be held to the same standard as all other reporting in terms of information gathering and fact checking.
4. The official social media accounts should avoid promotion of events and remain objective, reporting what is fact. Reporters using personal social media to cover events should do the same.
5. Information gained through social media channels should be verified through multiple channels before passing it along to others.

⁹ I.e. They must have done their research regarding the subject matter.

¹⁰ Provisions include profane language and libel.

6. Audience engagement through social media should be done in a professional manner.
7. Staff members using applications to post updates to social media accounts should have separate applications for their personal account and for the school media accounts. This will limit the chance of a post being sent from the wrong account.
8. Transparency is important. Mistakes made on social media posts should be corrected as soon as possible and any deleted posts should be acknowledged in subsequent postings.

N: PUBLICITY

1. The goal of media marketing is to promote and expand the media viewing audience.
2. The publicity team will work with all aspects of the media.
3. Contests are run by members of Summit News and regulated by the site EIC(s) and editorial board.
4. Every contest must have its own set of rules which will be posted in a place visible to the student body and contest participants.
5. All contest rules will be posted online.
6. All contest rules are to be tailored and agreed upon by the editorial board before the start of the contest.
7. Members of media staff will not be allowed to enter or win contests put on by the publicity team.
8. The publicity team will work to attend all major events held by the district or school with the intent of promotion.
9. All events or important dates known by adviser, staff members or editorial board will be passed along to the Business Manager.
10. The Business Manager will work to create a marketing team for each new event.
11. Ad trade-outs are regulated by the Business Manager, ad trade outs are given on a 1 for 1 basis.
12. The Business Manager will work with the web team to promote the publication through outside sources such as Facebook or Twitter.

O: PRIOR REVIEW POLICY

1. Sources will be able to have quotes read back at the time of interview or at reporter's initiative.
2. Sources will not be able to arbitrarily demand to read the reporter's completed story and then perform editing tasks on that story.
3. The media reporters will endeavor to include the name and identity of all sources if reporter believes that doing so will not result in endangerment, harassment or any other form of undue physical, mental, emotional anguish for the source.
4. The media reporters will not, within all boundaries of law, reveal a source who asks to remain nameless.

5. All media interviewers will respect the interviewees rights to have information remain "off the record" if the fact is known before giving the information to the interviewer.
6. The media will not be reviewed by anyone outside of the editorial board aside from the adviser prior to its release to the public, the adviser is allowed to review the publication, but not required to, for the sole purpose of acting as legal consultant and educator in terms of unprotected speech; the adviser reading content is not considered prior review unless he/she makes changes or directs changes.

P: STUDENT & STAFF PUBLICATION POLICY

1. All students and staff of Summit Denali High School; Everest Public School; Summit Shasta; Summit Tahoma; Summit Prep; and Summit K2 are eligible for publication in Summit News.
2. Any student or staff member wishing to 'opt out' of being published in the student media needs to fill out the appropriate 'opt out' form with the guidance office and alert the student media adviser of plans to 'opt out.'
3. All efforts will be made to keep students and staff who have 'opted out' of coverage from publication in Summit News.

VI. STAFF POLICY FOR SELECTION AND DISMISSAL

A: TEACHER ADVISOR

1. The Editorial Board should hold a meeting discussing their preferences for an advisor at every change of leadership. The note-taker at the meeting should compile a list of the preferences and the Student Advisor should bring that list to SPS Expeditions administration during the hiring process;
2. If the Teacher-advisor will not be staying, discussions must take place between the Editorial Board and the current Teacher-advisor so that the process of transitioning is as smooth as possible.

B: STUDENT ADVISOR SELECTION

1. At the end of each school year, each Editor-in-Chief and the Student Advisor will have one vote each to elect a new Student Advisor;
2. Editors-in-Chief may not vote for themselves;
3. A simple majority vote must be met for a student to become an advisor. If a simple majority is not met, each group will have equal time to debate reasons to vote for each candidate. If after three votes, a simple majority is not met, the current Student Advisor will have the final say;
4. Advisors should be nominated and/or considered based on: tenure, experience, grade level, competence;

5. Candidate-Advisors do not have to be a current site Editor-in-Chief;
6. Current advisors may choose and train someone they wish to be their successor and nominate them at the next Editors' Conference; being chosen by the current Student Advisor does not guarantee the position;
7. This process stands even if the current Student Advisor will be returning to Summit News the following year;
8. Once a Student Advisor is seated, they are to remain in their positions until July 1 of year to help with the transition of leadership;
9. Resignation is not an option: Student Advisors may always delegate their responsibilities to other leadership positions to lighten the load.

C: ETHICAL STUDENT ADVISOR SELECTION

1. The Ethical Student Advisor should be chosen after taking into consideration knowledge of codes, laws, guidelines and ethics governing student journalism in California and the United States;
2. The Ethical Student Advisor should have completed at least one year of a journalism course;
3. The Ethical Student Advisor should not be assigned - they must be chosen from among the volunteers for the position;
4. If no one volunteers, the position defaults to the Student Advisor who is responsible for carrying out all duties of the Ethical Student Advisor.

D: EDITOR-IN-CHIEF SELECTION

1. Editor(s)-in-Chief and other editor-level positions are chosen by current site Editor(s)-in-Chief;
2. Editor(s)-in-Chief will be chosen from students who have completed at least one year of a journalism course and have shown interest in stepping into a leadership position;
3. The current site Editor-in-Chief has complete authority to nominate and confirm their successor; however if a unanimous vote of all current staff members at the site, disincluding the Editor-in-Chief, renders the appointment void, the current staff members should nominate and confirm the new Editor-in-Chief using compelling arguments and a unanimous vote;
4. If a unanimous vote cannot be achieved by June 1 of the current school year, the current Student Advisor will appoint an Editor-in-Chief.

E: EDITOR AND STAFF SELECTION

1. New and returning staff are judged by application, previous work, potential and prerequisite classwork;
2. Applicants are not turned down because of age, race, sex, religion, mental or physical handicap that does not impair editorial responsibilities;
3. Editors will be assigned positions on the discretion of the current Editor-in-Chief, with the consent of the assigned student.

F: MANAGER SELECTION

1. There are several managers on the Editorial Board: the Resource Manager, the Financial Manager, the Social Media Manager and the Communications Manager; additional managerial positions may be created as needed; existing managerial positions may be removed as is logical;
2. Managers must volunteer; they may not be assigned;
3. Managers are selected from the volunteers; if no one volunteers, the duties of the manager falls to the Student Advisor;
4. Managers must be fluent in their area of expertise;
5. Managers must have completed at least one year of a journalism course.

G: TIMELINE

1. All appointments should be made and confirmed by June 10;
2. If appointments have not been finalized by June 10, the Student Advisor may assign the vital appointments¹¹, with consent from the appointee;
3. If no appointee consents for vital duties, the site falls under the control of the Student Advisor for the duration of the summer, or until a suitable appointee is found;
4. The Student Advisor may not assign non-vital positions.

H: REGARDING STAFF DISMISSAL

1. All individuals involved with Summit News are considered a team, each member is expected to complete all assigned stories, pages, photos, etc. on or before the assigned deadline. Staff members, including editors, may be dismissed from their positions and/or the publications staff itself if any of following violations occur:
 1. continuously missed deadlines (dismissal procedures will take place by choice of adviser and EICs)
 2. Plagiarism
 3. Quote falsification
 4. Vandalism or theft of publication equipment
 5. Continuous negative or pessimistic attitude toward staff member or adviser
 6. Submitting an advanced page design, story, photo or other publishable item to anyone outside the media staff without approval by the editorial board
 7. Two suspensions in one academic year
 8. Failing to fulfill job as outlined in job description
2. Major infractions will result in immediate dismissal from staff duties and dismissal from class and staff at the end of the semester (major infractions include but are not limited to following: plagiarism, vandalism, theft).

¹¹ Vital appointments include the site Editors-in-Chief and the Student Advisor.

3. Minor infractions will be given a written warning for the first one. The second one is immediate dismissal from staff duties and dismissal from class and staff at the end of semester.
4. Warnings will be written and signed by the adviser and editor-in-chiefs, as well as staff members in question.
5. An editor will be stripped of his/her/their title if suspended.
6. First misdemeanor or arrest will result in the loss of editor's title, and second will result in dismissal from staff.
7. Each member of the editorial board and adviser will attend a meeting with potentially dismissed student to discuss the issue, the editorial board will make the final decision.
8. The academic nature of the school newspaper class allows removal of editors or staff members when school and or established media policy is violated.
9. The above list infractions could all result in dismissal however, staff dismissals are not limited to the listed infractions.
10. A dismissed staff member receiving academic credit may be given a grade of F and will not be allowed to register for any other journalism courses (will not preempt school policy).
11. Dismissal procedures are reviewed and approved by the editorial board.
12. The dismissed staff member may appeal their dismissal in writing to the editorial board within three school days following dismissal.
13. All dismissal appeals will be directed to the building principal and the editorial board.

VII. QUERIES

1. Questions or complaints concerning material published in the media should be made in writing to the editor in chief(s) who will present the concern at the next scheduled editorial board meeting.
2. Complaints and suggestions may be emailed to the Student Advisor, whose information will be posted on the Summit News website.
3. Resolutions will be made within limits of deadlines.
4. Questions regarding non-essential¹² updates to published articles should be denied unless the Student Advisor, teacher advisor or another member of the Editorial Board can make a convincing argument¹³ the update should be included.
5. Questions regarding non-SPS posts¹⁴ should be denied. Summit News is a student publication run by the students of Summit schools.
6. Questions regarding posts non-Summit News sites¹⁵ should generally be responded to affirmatively. Exceptions can be made if the potential post is

¹² Non-essential updates are anything that do not pertain to ensuring published posts are true.

¹³ Convincing arguments are subjective. An example of a convincing argument may be that the topic/argument of post in question will not be explored again in the foreseeable future and the update would be useful to the audience of Summit News.

¹⁴ Any request to post a paid post or non-paid post to the website from anyone that is not a SPS student.

¹⁵ Sites that were not mentioned in the General Policy and Copyrights section but are part of the SPS organization.

libelous, profane, false, obscene or does not honor off-the-record promises. Posts from non-Summit News sites are subject to the same standards and policies posts from Summit News sites are. The Editorial Board reserves the right to revise and edit posts from non-Summit News posts at their discretion without prior notice to the original author. The original author retains the rights to their work.

VIII. STANDARDS AND REQUIREMENTS (PUBLISHED POSTS)

A: ARTICLES

1. Each article should have a minimum of 2 images; videos can be substituted for images;
2. Each non-breaking news article should have a minimum of 10 paragraphs¹⁶ if there is no video;
3. If there is a video, each non-breaking news article should have a minimum of 5 paragraphs;
4. If the article is breaking news, a second article with updated information should be written and linked to the first article;
5. Each article should be bylined by each Staff Writer that contributed to the article in alphabetical order;
6. If the article is not submitted by a Summit News Staff Writer, but by (a) SPS student(s), the article should be bylined to (those) student(s) as "Guest Contributors";
7. If the article is not submitted by a Summit News Staff Writer, but by (a) SPS student(s), the article will be held to the aforementioned requirements;
8. The line of editing is as follows: The staff writer submits their article to their assigned editor¹⁷, the editor submits to their site Editor-in-Chief, the Editor-in-Chief publishes the article. Each editor should review the article; changes should be sent back to the staff writer, who re-submits the article to the editor before the article moves on to the next editor¹⁸;
9. The Editor-in-Chief may choose to submit the article to the teacher-advisor but may choose not to do so if appropriate reasons exist¹⁹;
10. In the case of sensitive articles²⁰, the article should be sent to the Student Advisor for prior review and approval before publication.

¹⁶ A paragraph is 1-3 sentences

¹⁷ If there is no editor, the staff writer should submit their work directly to the site Editor-in-Chief.

¹⁸ Each editor must approve the article and have no changes to make before submitting the article to the next editor.

¹⁹ Appropriate reasons for not submitting the article to the teacher-advisor include: the teacher-advisor is not present, the teacher-advisor chooses not to review the article, the teacher-advisor is deemed ethically untrustworthy, or the Editor-in-Chief in conjunction with the Editorial Board has seen the teacher-advisor's incompetence and deems them untrustworthy.

²⁰ Sensitive articles are those that pertain to controversial issues or promises of off-the-record or anonymous reporting.

B: VIDEOS

1. Videos will endeavor to be of high-quality²¹;
2. Videos follow the same structure of publication as for articles.

IX. LEADERSHIP

A: THE EDITORIAL BOARD

1. The Editorial Board, as mentioned previously, is made up of all the site Editors-in-Chief, editors, and staff members of each site;
2. The members of the Editorial Board should take up additional responsibilities²² to contribute to the stability and operation of the Summit News organization;
3. The members of the Editorial Board set additional standards for Summit News posts;
4. The members of the Editorial Board are responsible for holding Summit News Staff Writers, Editors, Editors-in-Chief, and other staff members accountable;
5. The members of the Editorial Board each have one vote in proceedings; votes should not be held up for those that are not present at meetings;
6. Each member has one vote, regardless of their position;
7. Decisions should be made according to the majority opinion, but the concerns of the minority opinion(s) should be taken into consideration and accounted for.

B: SUMMIT NEWS SITES

1. Each site has one or two Editor(s)-in-Chief;
2. If possible, each site should have a team of editors and staff; the number of editors and staff up to the discretion of the current Editor-in-Chief(s);
3. Each campus should have at least one staff member fluent in the current software, if possible;
4. Each campus is autonomous;
5. The Student Advisor is responsible for checking in with Editor(s)-in-Chief to stay updated on each campus;
6. The Student Advisor has no jurisdiction over any site's affairs; they may only offer advice.

X. INCOMING SITES AND NON-AFFILIATED ORGANIZATIONS

A: INCOMING SITES

1. The first staff members of the site should be predetermined by a teacher-advisor or existing staff members;

²¹ High quality requires clearly audible interviews/voiceovers, attributed sources, well-researched context and fact-checking and clear (non-grainy or blurry) video.

²² Responsibilities may include: Resource manager, Finance manager, Social Media manager, Communications manager, among others.

2. If the site chooses not to nominate leadership, the Editorial Board should nominate site leadership based on application, previous work, potential and prerequisite classwork;
3. The new site will have all the power, privilege and responsibility as older sites;
4. The Editorial Board will provide the incoming site with all the standards and policies listed in this manual;
5. The Editorial Board will train the new leadership at the new site, if necessary.

B: NON-SUMMIT NEWS PUBLICATIONS AT SUMMIT CAMPUSES

1. SPS journalism should be unified, but incoming campus teams do not need to join Summit News instead of staying separate;
2. SPS sites may be Summit News staff members as well as staff members of the site-specific newspaper;
3. Broadcasting should have its own section on the Summit News website, but it still conforms to the standards and leadership of Summit News.

XI. STAFF ROLES AND RESPONSIBILITIES

A: STUDENT ADVISOR

1. The Student Advisor oversees the work of all campuses;
2. The Student Advisor oversees all website extensions²³ and accounts of Summit News;
3. The Student Advisor has access to all the account information to all Summit News-related accounts;
4. The Student Advisor has the final say in all revisions and edits;
5. The Student Advisor has the final say in all publications, particularly with regard to sensitive information²⁴; regarding sensitive information, the Student Advisor has the final say in publications, but must take into account the advice of the Teacher-advisor and the Ethical Student Advisor;
6. The Student Advisor is responsible for all communications with the Summit Administration; they are responsible for informing the Editorial Board of those communications;
7. The Student Advisor is responsible for all communications with all external organizations; they are responsible for representing Summit News;
8. The Student Advisor is responsible for fostering communication between all Summit News sites;
9. If the Student Advisor chooses, they may delegate all communications-related responsibilities to a Communications Manager;
10. The Student Advisor is responsible for setting up restorative justice session(s)²⁵ in situations where any member of Summit News has committed an offense;

²³ Website extensions include all social media accounts.

²⁴ Sensitive information is when lives or jobs are on the line.

²⁵ The offender sits with a panel of editors to discuss the situation in a respectful, calm and understanding manner.

11. The Student Advisor is responsible for dealing with situations of questionable ethics and lawfulness; they must obtain the consent of the Editorial Board before implementing their choice of correction²⁶;
12. The Student Advisor plans and leads all Editors' Conferences;
13. The Student Advisor handles all equipment and inspects all equipment every time it returns to their campus;
14. The Student Advisor keeps the equipment over the summer²⁷; they should update the inventory and equipment condition;
15. The Student Advisor is responsible for taking on the responsibilities of any unfilled positions²⁸;
16. If the Student Advisor chooses, they may delegate responsibilities to an Editorial Board-confirmed manager; however if no manager chooses to take on the responsibility, it is up to the Student Advisor to power through on their own; the Student Advisor may not compel anyone to take up additional responsibilities.

B: ETHICAL STUDENT ADVISOR

1. The Ethical Advisor is responsible for ensuring the lawful and ethical actions of Summit News;
2. The Ethical Advisor is well-versed in the ethics, codes and laws that govern student journalism in both California and the United States;
3. The Ethical Advisor advises the Student Advisor in situations pertaining to sensitive information;
4. The Ethical Advisor is responsible for analyzing the questionable actions of Summit News and its extensions and passing on their findings to the Student Advisor and the teacher-advisor;
5. The Ethical Advisor is not responsible for dealing with situations of questionable ethics or laws.

C: EDITOR-IN-CHIEF

1. The Editor-in-Chief oversees all work on their own site;
2. The Editor-in-Chief oversees their team of editors and staff writers;
3. The Editor-in-Chief is the spokesperson for the campus' journalism branch to campus admin²⁹;

²⁶ Options for correction include reprimands; verbal reminder; revocation of current title(s), position and responsibilities; or mandated reviews of journalism ethics.

²⁷ Equipment should never be kept by Summit Expeditions; the equipment should always be kept with a student. The teacher-advisor may not keep the equipment at their home at any time, but they may transport the equipment in their vehicle. The equipment should not be in the teacher-advisor's possession for more than 48 hours. If damage is done to the equipment while in the care of the teacher-advisor, the teacher advisor is responsible for paying for the damage.

²⁸ Positions include: Ethical Student Advisor, Resource Manager, Financial Manager and Social Media Manager.

²⁹ The Student Advisor is responsible for organization-wide communications; the Editor-in-Chief is responsible for campus-specific communications. The Editor-in-Chief may choose to delegate this responsibility to the Student Advisor; however this choice may be a strike against them in incompetence inquiries. The Editor-in-Chief may request advice from any person on the Editorial Board; this choice will not be a strike against them.

4. The Editor-in-Chief has full authority on their campus in regards to intra-campus affairs and posts;
5. The Editors-in-Chief share authority in regards to inter-campus affairs and posts;
6. The Editor-in-Chief reports to the Student Advisor on work and published posts at the end of each round;
7. The Editor-in-Chief plans field trips for staff writers;
8. The Editor-in-Chief trains their editors.

D: SOCIAL MEDIA MANAGER

1. The Social Media Manager updates all social media accounts at the end of each Expeditions round or when a breaking news story is published;
2. The Social Media Manager should post within 24 hours of the end of Expeditions or a breaking news story;

E: RESOURCE MANAGER

1. The Resource Manager is responsible for updating the inventory list with all additions and losses of equipment;
2. The Resource Manager is responsible for finding possible new equipment online and passing that information on to the Student Advisor, the Teacher-advisor and the Financial Manager;
3. The Resource Manager is responsible for maintaining all equipment and keeping it in good working order, as much as is possible.
4. The Resource Manager is responsible for being available to answer questions regarding equipment and equipment maintenance;
5. The Resource Manager updates the website when needed;
6. The Resource Manager reports to the Student Advisor with updates each Expeditions round.

F: FINANCIAL MANAGER

1. The Financial Manager is responsible for keeping an eye on Summit News funds and informing the Student Advisor, Teacher-advisor and Resource Manager when there is enough to buy new equipment or update the website;
2. The Financial Manager is responsible for planning fundraising events;
3. The Financial Manager is responsible for managing all Summit News financial accounts;
4. The Financial Manager is responsible for keeping all transactions legal and ethical;
5. The Financial Manager reports to the Student Advisor with updates each Expeditions round.

G: COMMUNICATIONS MANAGER

1. The Communications Manager supports the Student Advisor in maintaining relationships and communications with external organizations and inter-campus communications;

2. The Communications Manager is responsible for answering queries from external organizations;
3. The Communications Manager is responsible for initiating and responding to communications from SPS administration;
4. The Communications Manager is responsible for passing on the Student Advisor's notices to each campus;
5. The Communications Manager reports to the Student Advisor with updates each Expeditions round.

H: EDITOR

1. The Editor is responsible for supporting the Editor-in-Chief in revising and editing articles;
2. The Editor is responsible for supporting staff writers in completing articles;
3. The Editor is responsible for ensuring quality in published posts;
4. The Editor reports to the site Editor-in-Chief at the end of each day during the Expeditions round.

I: STAFF WRITER

1. The Staff Writer is responsible for researching and writing quality articles and other publishable posts in a timely manner;
2. The Staff Writer notifies their interviewee in a timely manner³⁰ after an article featuring the interviewee is published;
3. The Staff Writer reports to the Editor and/or the site Editor-in-Chief every day during the Expeditions round.

XII. WORK POLICIES AND PROJECT GUIDELINES

A: REGARDING IN-PERSON WORK

1. All staff³¹ are expected and required to report to campus on time and prepared to work during Expeditions rounds or when otherwise working on a project;
2. All staff are expected to be dressed appropriately;
3. All staff are expected to treat interviewees and colleagues with respect.

B: REGARDING REMOTE WORK

1. All staff are expected and required to report on their progress in a timely manner;
2. Staff are not expected to log-in to any meeting, except those that have been previously scheduled with their Editor-in-Chief or other leadership;
3. Staff are expected to treat colleagues and interviewees with respect.

³⁰ Within 24 hours.

³¹ All editors, staff writers, as well as anyone else involved in the reporting process.

C: GENERAL PROJECT GUIDELINES

1. Reporters are expected to research their topic in depth;
2. Reporters are expected to write insightful interview questions;
3. Reporters are expected to contact their interviewees;
4. Reporters are expected to conduct their interviews in a thoughtful and respectful manner;
5. Reporters are expected to obtain interviewee's contact information and permission to contact them for further questions, clarification and permission to publish;
6. Reporters are expected to write their articles in a timely manner;
7. Reporters are expected to notify interviewees of publication.

XIII. REGARDING TRANSITIONS

A: COMMUNICATIONS

1. All personal and school emails and phone numbers, as well as any other preferred methods of communication, should be compiled and saved for communication purposes at the end of the school year.

B: POWER

1. All persons should pass on to their successor all materials, codes, account information, contact information and various other information necessary for conducting business at Summit News by June 1 of the school year;
2. All sensitive information (passwords) should be sent from and to personal emails (never school emails);
3. All persons should provide their successor with their preferred contact information so successors may retrieve any missing information.

XIV. PENALTIES

A: ROLES AND RESPONSIBILITIES

1. Penalties for minor infractions should be determined and carried out by the offender's direct superior. The site Editor-in-Chief is the direct superior of all site staff members; the Student Advisor is the direct superior of all Editor-in-Chiefs; and the teacher-advisor is the direct superior of the Student Advisor.
2. Penalties for major infractions should be determined and carried out by both the Student Advisor and the teacher-advisor, regardless of the offender's position.

B: DEFINITIONS

1. Major infractions are limited to libel, breach of trust and breach of conduct. Any other infractions are minor infractions.

C: PENALTIES

1. Penalties for minor infractions may include verbal and written reprimands, verbal and written warnings and temporary suspension of duties up to but no more than one month.
2. Penalties for major infractions may include temporary suspension of duties up to three months, permanent suspension of duties for the year and permanently barring offender from any role in the Summit News organization.

D: PROCEDURES

1. All complaints about a member of Summit News must be thoroughly investigated in an unbiased way by the direct superior and reported to the Editorial Board.
2. Penalties should be determined after taking into consideration the offender's circumstances and Summit News policies.
3. Penalties should fit the infraction.
4. All penalties and reason for penalties should be reported to the Editorial Board. A notification should be made to the offende when a penalty is agreed upon and implemented.
5. The Editorial Board may choose to reduce, increase or suspend offenders' penalties after hearing the reasoning for the penalty.
6. The Editorial Board is not obligated to conduct an investigation into the site's handling of infractions.

Policy and Procedures Agreement

I assert that I have read the Summit News Staff Policies and Procedures manual in its entirety. I agree to abide by and uphold the enumerated policies, procedures enumerated by the Summit News Staff Policies and Procedures manual in its entirety. I will conduct myself in a professional, respectful and courteous manner that is in accordance with the Code of Conduct.

By signing my name and dating my signature on this form below, I state that the above statements are true and will remain true for the duration of my tenure at Summit News. I agree to all that is written in the Policies and Procedures manual for Summit News. I agree I will act with integrity and respect in all aspects of my work at the Summit News organization.

By signing my name and dating my signature on this form below, I agree to the disciplinary actions that may be taken should I violate my agreement to abide by the policies and procedures enumerated in this manual or if I fail to conduct myself in a professional and respectful manner. I agree to work with integrity.

I am _____.

Student's First and Last Name, please print

Student Signature: _____

Date: _____

By signing my name and dating my signature below, I state I have read and understand the policy manual and the student agreement above. I give permission for my student to abide by the enumerated policy manual and the student agreement above.

I am _____.

Parent/Guardian's First and Last Name, please print

Parent/Guardian Signature: _____

Date: _____

If I, the student, or I, the parent, do not return this form to the teacher-advisor or the site Editor-in-Chief within two weeks of receiving this form, I do not agree to the policies conditions stated in the policy and will speak to the teacher-advisor or drop the class as soon as possible.