

Editorial Policy - Castle View High School Student Media

For the sake of this document, all policies, structures, and expectations include all components of Castle View High School Student Media to include *Vieo* Yearbook, *The View* Newsmagazine, CVTV Broadcast, and www.CVStudentMedia.com online.

CV STUDENT MEDIA - STRUCTURE

- School Board Media Policy
 - All Castle View High School student media publications will follow the standards and expectations as set forth by the [Colorado Revised Statute 22-1-120: Rights for free expression for public school students](#). There are no Douglas County School District Board of Education Policies or Resolutions related to the publication of student media, however, the following documents will be taken into consideration when developing media:
 - [Student Education Records](#)
 - [Media Consent Form](#)
 - [DCSD Instructional Use of Media Resources](#)
- Media-Level Policy
 - Open-Forum Status
 - CV Student Media 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.
 - Freedom of the Press
 - CV Student Media believes it is essential to preserve the freedom of the press in order to preserve a free society. Therefore:
 - CV Student Media will serve the best interest of the students of Castle View High School and keep itself free from any other obligation.
 - The staff of CV Student Media will accept guidance from its adviser, but will make its own editorial decisions.
 - The editorial board may veto any material intended for publication, judged to be in violation of the CV Student Media editorial policy.
 - CV Student Media will vigorously resist all attempts at censorship, particularly prepublication censorship.
- The Role of Student Media
 - Castle View High School Student Media (*Vieo* yearbook, *The View* newsmagazine, CVTV broadcast and CVStudentMedia.com) exists to tell the important stories of CVHS students and community members. CV Media staffers will take risks and strive to meet professional standards both ethically and in terms of quality, CV Media is also about community, so we will work to take care of each other and have fun while we do the work that matters to our students, school, and community.
 - CV Student Media exists to inform, interpret, and entertain through accurate and factual reports.
 - CV Student Media is to serve as an educational experience for those on staff.
 - CV Student Media will run as an open forum.
 - CV Student Media will strive to be fair, impartial and responsible in its coverage of issues that affect the school community.
 - The goal of CV Student Media is to cover the total population as effectively and accurately as possible.
 - The audience of CV Student media consists of primarily Castle View High School students, but also may include staff and Castle Rock community members.
 - Staff editorials will appear in each issue of *The View* and may appear in other CV Student Media publication. They will be drafted by the Editor-in-Chief/Executive Producer in collaboration with the editorial board and the respective staffs.
- The Role of the Adviser
 - The adviser is a professional teaching staff member and is in charge of the class just as in a normal classroom situation.
 - The adviser is a certified journalism teacher who serves as a professional role model, motivator, and catalyst for ideas and professionalism, and an educational resource.

- The adviser provides a journalistically professional learning atmosphere and experience for students by allowing them to make the decisions of content for the publication, and ensuring the publication will remain an open forum.
- The adviser will keep abreast of the latest trends in journalism and share these with students.
- The adviser guides the staff of CV Student Media in accordance with approved editorial policy and aids the educational process related to producing CV Student Media content.
- The adviser may caution, act as legal consultant and educator in terms of unprotected speech, has no power of censorship or veto except for constitutionally valid reasons such as inciting a riot, obscenity, defamation, intrusion, or appropriation.
- The adviser will not act as a censor or determine the content of CV Student Media. 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.
- Although awards are not the ultimate goal, the adviser will submit CV Student Media content and contributions of students to rating services and contests so the school staff receives feedback.
- The adviser provides information to the staff about journalism scholarships and other financial aid, and make available information and contacts concerning journalism as a career.
- The adviser will work with the faculty and administration to help them understand the freedoms accorded the students and the professional goals of CV Student Media.
- Prior Review and Prior Restraint
 - Because school officials do not engage in prior review or prior restraint, and the content of CV Student Media 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.
 - As such, prior review and prior restraint would prohibit the First Amendment Rights of students and be in direct violation of state law.
 - Sources will be able to review their quotes at the time of interview or at the reporter's initiative.
 - Sources will not be able to arbitrarily demand to read the reporter's completed story and then perform editing tasks on that story.
 - CV Student Media will not be reviewed by the administration prior to its release to the public.
- Editor-Staff Relations
 - What is the "editorial board?"
 - The editorial board will consist of staff editors.
 - No member of the editorial board shall have more than one vote on the board.
 - The staff of the respective publication will elect replacements for board members that have been dismissed.
 - Editors will take a vital role in communication with the publisher, printer, and online host as needed.
 - Who determines content?
 - CV Student Media 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 a promotion of products or services unlawful (illegal) as to minors as defined by state or federal law.
 - 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. The editorial board, which consists of the staff's student editors, OR HOWEVER THE DECISION IS MADE 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.
- Role of Administration
 - The Castle View High School administration will provide the students of Castle View High School with a qualified journalism instructor to serve as a professional role model, adequate equipment, and space for a sound journalism program.
 - The staff and/or adviser of CV Student Media may seek advice from the administration on media content at any point in production.
 - The Castle View High School administration will offer equal opportunity to minority and/or marginalized students to participate in journalism programs.

- The Castle View High School administration may caution, act as a legal consultant and educator but has no power of censorship or veto except for constitutionally valid reasons. For further reference, administration may see the Quill and Scroll Foundation's *Principal's Guide to Scholastic Journalism*.
- Staff Conduct & Academic Dishonesty
 - CV Student Media is considered a team. Each member is expected to complete all assigned stories, pages, photos, video segments, etc. on or before the deadline assigned. Staff members, including editors, may be dismissed from the positions or the staff itself if any of the following violations occur:
 - Continuously missed deadlines
 - Plagiarism
 - Quote falsification
 - Vandalism or theft of publication equipment
 - Continuous negative or pessimistic attitude towards a staff member or the adviser.
 - Submitting a page or segment designed/created by any staff member to anyone outside the CV Student Media staff
 - Two suspensions in one academic year
 - Failing to fulfill job as outlined in the job description
 - Major infractions will result in immediate dismissal from staff duties and dismissal from the class and staff at the end of the semester (major infractions include, but are not limited to the following: plagiarism, vandalism/theft).
 - Minor infractions will be given a written warning for the first one. The second one in any academic year will result in immediate dismissal from staff duties and dismissal from the class and staff at the end of the semester.
 - Warnings will be written, signed by adviser and editor-in-chief(s), as well as the staff member in question as well as his/her parent(s)/guardian(s).
 - An editor will be stripped of his/her title if suspended
 - Each member of the Editorial Board and the adviser will attend a meeting with the potentially dismissed student to discuss the issue. The adviser will then make the final decision.
 - The academic nature of CV Student Media classes allows removal of editors or staff members when school and/or established media policy is violated.
 - The above listed infractions could all result in a staff dismissal, however, staff dismissals are not limited to the listed infractions.
 - Dismissed staff members 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).
 - Dismissal procedures are reviewed and approved by the editorial board.
 - Dismissed staff members may appeal their dismissal in writing to the editorial board within three school days following the dismissal.
 - All dismissal appeals will be directed to the building principal.
- Balance and Objectivity
 - The staff of CV Student Media 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.
- Ownership of student content (who owns the copyright)
 - CV Student Media 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 a promotion of products or services unlawful (illegal) as to minors as defined by state or federal law. 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. The editorial board, which consists of the staff's student editors, OR HOWEVER THE DECISION IS MADE 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.

CV STUDENT MEDIA - PLANNING & GATHERING CONTENT

- Controversial Coverage
 - All sides of the issue will be presented and reviewed so as to refrain from any bias.
 - 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

- The issue will be brought to the editorial board who must consider the following questions before publication in the paper:
 - Why is it [the issue] a concern?
 - What is the journalistic purpose?
 - Is the information accurate and complete?
 - Are any important points-of-view omitted?
 - How would we feel if the story was about ourselves or someone we know?
 - What are the consequences of publication?
 - What are the alternatives?
 - Is there a logical explanation to anyone who challenges the issue?
 - Is this a hill we want to "die" on?
- News Judgment and News Values
 - The following "values" will be used when considering whether or not something is newsworthy:
 - IMPACT: Does the story matter to readers? Will it have an effect on their lives or their pocketbooks? The bigger the consequences, the bigger the story becomes.
 - IMMEDIACY: Has this story just happened? Is it about to happen? Timeliness is crucial, especially when you're competing against other news outlets.
 - PROXIMITY: How close is this story? Local events will matter more to readers than events in other cities, states, or countries... usually.
 - PROMINENCE: Does this story involve a well-known public figure or celebrity? The more recognizable the name, the more readers will be concerned or curious.
 - NOVELTY: Is something new, odd, or surprising going on? (Did a man bite a dog?) Readers enjoy news that's intriguing and unexpected.
 - CONFLICT: Is there a clash of power? A political battle? A sports rivalry? Reporters and readers both enjoy dramatic confrontations?
 - EMOTIONS: Does this story make us sad? Happy? Angry? We all respond emotionally to human-interest stories that are poignant, comical or inspiring.
- Diversity of Sources
 - CV Student Media will strive for unbiased and responsible reporting. In an effort to cover all students at Castle View High School through some media, CV Student Media reporters will make every effort to interview sources of all ages, genders, races, ethnicities, religion, and sexual orientation.
 - CV Student Media will not discriminate based on age, gender, race, ethnicity, religion, or sexual orientation.
- Treatment of Sources
 - Sources will be treated in a respectful, professional manner at a times. CV Student Media reporters will respect the requests of a source to not be interviewed should he or she wish.
- Recording Sources During Interviews
 - The reporter must identify him or herself as a reporter for the respective publication.
 - When recording, the reporter must clearly state his or her intention to record to interview.
 - Prior to beginning the interview, ask the source to state his or her first and last name and spell both.
 - It is strongly recommended that interviews be recorded in order to ensure accuracy.
 - Recordings should be uploaded with relevant photos and all notes to the media server.
- Emailing and texting digital information gathering
 - Email and/or texting may be a valuable means of interviewing, not because a face-to-face interview can't happen, but because of the following potential benefits:
 - Email/text interview queries are efficient. The reporter can provide a complete introduction and a list of questions and, if the source cooperates, get back a digital file with information, quotes, and other story material, making it easy to cut-and-paste quotes into your article or post entire transcripts on the web.
 - They provide a written record of what sources say in case they dispute something.
 - They give the subject time to think and formulate a response.
 - They may be useful for interviewing people in different time zones, or people who might not speak English well but can write it well.
 - However, email/text interviews may prohibit the reporting and have the following potential negative consequences:
 - A reporter doesn't know who is replying. That executive's email/text may have been carefully crafted by public relations advisers. Or someone could be posing.
 - Email/text denies the reporter the chance to ask spontaneous questions or to immediately follow up on an answer.

- The reporter has to be very specific with his/her questions because he/she can't ask follow-ups immediately.
 - A source can post complete transcripts online as easily as the reporter, and some have done so when they've not been happy with the final story.
 - They're not good for getting unfiltered reaction. The reporter can't see how someone physically responds to a question. The reporter doesn't hear him or her hesitate or struggle to find their words and the reporter doesn't gain insight into his or her thought process; the reporter just get the finished product.
 - An online interview may net you a useable quote, but probably won't produce a revealing interview.
 - If an email or text interview absolutely must take place, the reporter should keep the following guidelines in mind:
 - Email/text may last forever. Once sent, it can be forwarded to strangers. So keep it professional at all times.
 - The reporter must identify him or herself as a reporter for the respective publication.
 - Apply the same critical thinking and fact-checking skills that should be applied to any other information source.
 - Verify sources and their online identities. Remember, email addresses can be faked.
- Verification
 - When possible, all facts and information provided by a source should be verified. CV Student Media will strive for accuracy as much as possible. As such, reporters should make every effort to verify facts, claims, and quotes by follow up interviews, online research, and fact-checking.
- Unnamed Sources
 - CV Student Media reporters will endeavor to include the name and/or identity of all sources if the reporter believes that doing so will not result in endangerment, harassment or any other form of undue physical, mental and/or emotional anguish for the source.
 - CV Student Media reporters will not, within all boundaries of the law, reveal a source who asked to remain nameless.
 - CV Student Media interviewers will respect the interviewee's rights to have information remain "off the record" if that fact is known before giving the information to the interviewer.
 - A promise of confidentiality is legally binding, and a person who gets harmed -- ex. kicked out of school -- because a reporter broke his/her promise might have a breach-of-contract claim against him or her. If confronted with a demand to turn over notes or sources, do not comply without first consulting an attorney.
- Treatment of Minors
 - Minors can in fact consent to be interviewed or photographed. However, in extreme cases, such as naming a student who admits to substance abuse or criminal behavior, reporters should make every effort to obtain parental approval as a cautious approach.
 - In such cases, reporters should diligently remind sources and their parents of the public and permanent nature of the publication.
- Public records and meetings
 - The general rule is that, when a person does something in an area that is visible to public foot traffic, that person has no reason to expect privacy and cannot complain if he or she is photographed or filmed. The exception is that a person's likeness may not be associated with a commercial endorsement without a release.

CV STUDENT MEDIA - PRODUCING CONTENT

- Handling Links
 - CV Student Media reporters will strive to include links in online reporting.
 - All links will be tested and verified by the online Editor-in-Chief prior to making a post live.
- Providing Context
 - CV Student Media reporters will conduct research when possible prior to beginning a reporting project to include vocabulary and inspiration.
 - Reporters will ask sources a variety of questions in order to build background knowledge and provide context; these details will be included in storytelling when possible.
 - CV Student Media reporters will strive for balanced and representative reporting; thus, reporters will not use quotes in isolation without essential context for the story and the source.
- Writing Process

- CV Student Media reporters and editors will adhere to provided production cycle checklist. For all media, reporters will engage in a planning, creating, and revising process.
- Production cycle checklists may be altered or adapted at any time in order to most effectively meet the needs of the reporter or the publication.

- Social Media

When it comes to social media, our policies remain the same. Castle View High School Student Media (*View* yearbook, *The View* newsmagazine, CVTV broadcast and CVStudentMedia.com) exists to tell the important stories of CVHS students and community members. CV Media staffers will take risks and strive to meet professional standards both ethically and in terms of quality. CV Media is also about community, so we will work to take care of each other and have fun while we do the work that matters to our students, school, and community.

1. CV Student Media exists to inform, interpret, and entertain through accurate and factual reports.
2. CV Student Media is to serve as an educational experience for those on staff.
3. CV Student Media will run as an open forum.
4. CV Student Media will strive to be fair, impartial and responsible in its coverage of issues that affect the school community.
5. The goal of CV Student Media is to cover the total population as effectively and accurately as possible.

Because this is, and continues to be our mission, all social media usage will adhere to the same policies as the rest of our media. [Use this link for a detailed look at CV Student Media's Editorial Policy](#). Additionally, students will adhere to the same ethical standards as all other CV Media publications. [Use this link to review the CV Media Code of Ethics](#).

Given the ever-evolving nature of social media, there are just a few more professional standards to consider.

1. All students will report using social media.
2. When collecting information online, confirm it.
3. Strive for diverse sources.
4. Maintain objectivity and credibility in reporting.
5. Use good judgement.
6. Ensure informed consent (meaning obtain permission to share someone's social media post).
7. Breaking news posts should be confirmed by an editor.
8. Avoid typos, biased language, and privacy breaches. Adhere to proper AP Style.
9. Keep the professional professional and the private private (don't mix the two).
10. Be accurate.
11. Be clear.
12. Include links and make sure they work.
13. Don't post potentially embarrassing content.
14. Recognize that actions can be misinterpreted.
15. Use social media to enhance outreach.
16. Use social media to have two-way communication.
17. All posts must be accurate, objective, fact-checked, and verified with no exceptions.
18. Be vigilant about content that is libelous, obscene, materially disruptive of the school process, an unwarranted invasion of privacy, or services unlawful (illegal) to minors.
19. Your posts and tweets should reflect your professionalism as journalists.
20. Report the truth. Do no harm. Take a stand against bullying and abusive social media usage. If you see bullying going on online report it to a teacher, parent, guidance counselor or principal. Laughing or remaining silent allows abusive behaviors and words to continue.

- Use of Profanity

- CV Student Media will not print or air any obscene language.
- The editorial board reserves the right to edit quotes for profanity or possible offensive words.
- Any edited quote will be shown to the source prior to publishing.
- The editorial board will make the determination as to whether or not specific words will be considered profane or offensive.
- Photos with profanity must be considered newsworthy unless otherwise noted.

- Obituaries

- Any current student, staff member, faculty member or building administrator that dies during the year will be recognized in the school media.
- The media will publish factual information (date of birth, date of death, survivors, organizations, hobbies, interests) in a 300-word obituary including one profile picture if possible in the *The View* CVStudentMedia.com.
- 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.
- The school media will treat all deaths in a tasteful, respectful way.
- An issue, or portion of an issue, should not be dedicated to or in memory of the deceased.

- Any current student, staff member, faculty member, or building administrator that dies during the year will be recognized in the school yearbook.
- The school yearbook will publish factual information (date of birth, date of death, survivors, organizations, hobbies and interests) and one 1" x 2" mug shot if possible in a 1/2 page space.
- Sponsored Content & Advertising
 - CV Student Media will not accept advertising for products that are illegal for minor to purchase, consume or use.
 - Students not of legal age whose photographs appear in an advertisement of the school yearbook will be required to sign a model release form, as will their legal guardian(s)
 - CV Student Media will not run advertising without the proper signature on an advertising contract which explains the terms of payment, the content, size, publishing dates, and includes an attached layout
 - All ads need to be approved by the editorial board. Any ad not deemed appropriate by the board will not run.
 - CV Student Media will cease to publish advertising of any advertiser that does not meet the payment obligations specified in the contract.
 - If a published advertisement is incorrect in substantive content a reduced price or corrected run will be negotiated.
 - Advertisements that appear in CV Student Media publications are not necessarily endorsed by the CV Student media or its staff members, editorial board or adviser.
 - Senior ads will be accepted until the date specified by yearbook staff, and thereafter accepted only if space permits.
 - CV Student Media reserves the right to refuse any advertisement.
 - All ads must be proofed by the business or family purchasing the ad before being sent to the publisher for submission.
- Visual Reporting & Copyright
 - From the Student Press Law Center:
 - *Q: Can we copy and publish material that we find through an online search engine like Google Images?*
 - A: The fact that material is available and easily copied on a website does not lessen its copyright protection. The best practice is always to get consent (and if you can't, consider creating your own alternative). You may be able to make a "fair use" of a limited amount of someone else's material, but it's always best to avoid copying material from a professional news service like the Associated Press that offers such material for sale (unless you so greatly alter the material that you transform it into a new work).
 - *Q: Does it protect you against a copyright claim if you properly credit the artwork you are copying?*
 - A: Not at all. Copyright is concerned with consent, not credit. Properly attributing a photo or a cartoon is ethically correct, but it is not a legal defense if the creator believes that your reuse of the work infringes his copyright.
 - *Q: Can we use the logo of a business — like Pepsi or Facebook or Google — without getting permission?*
 - A: Yes, in connection with a news or feature story about the company or the industry, like a story about the popularity of Facebook. But you cannot use it without permission for purely marketing purposes, such as putting the Facebook logo on your yearbook cover in hopes of selling more books.
 - *Q: Isn't it safe to reuse only 30 seconds of a song, or only 10 percent of an article?*
 - A: You'll hear various rules of thumb, but the Copyright Act itself contains no numerical or percentage "safe harbors." Material can be safely reused — a "fair use" — if the amount taken is limited to only what is necessary, and is used in a new-and-different way (such as a clip from a film to illustrate a movie review) that does not detract from the economic value of the original.
 - *Q: Where can you find photos, videos and documents online that are fair game to be used without permission?*
 - A: Start with the federal government (.gov) sites like the White House, FEMA, NASA and others. Content created by federal employees in the course of their work is unprotected by copyright and can be freely reused. Also look for materials carrying the Creative Commons (CC) license, a voluntary alternative to copyright. Typically, such materials can be used in a nonprofit publication as long as proper attribution is given.

- *Q: Who owns the copyright in work done by student journalists?*
 - *A: Unless the work is done by a salary ("work for hire") or under a contract or an employee handbook that specifies ownership, the normal rule is that the creator owns the work. And that is true even if school equipment is used.*
- Breaking News
 - CV Student Media will specialize in and emphasize coverage of school news.
 - CV Student Media will cover community, state, national, and international news if it is directly relevant to the school community and includes a local angle.
 - CV Student Media will strive to provide equitable coverage to all school organizations and functions.
 - When faced with the undesirable news such as student, staff or faculty crimes, CV Student Media will endeavor to publish the facts correctly, explain the issues, and put a stop to any speculative stories that inevitably develop.
 - In breaking news situations, reporters will strive for accurate reporting. Content published online will be added to as additional information becomes available; updates will include a time and date in order to strive for as much accuracy as possible.
- Letters to the Editor
 - Letters to editor will be printed in the opinion section of the newsmagazine or on the website.
 - Guidelines to write letters to the editor will be available online at CVStudentMedia.com.
 - Letters to the editor may be submitted via email to CVStudentMedia@gmail.com.
 - Letters to editor should not exceed 300 words, must be signed and must include writer's email or phone number for verification.
 - Letters to the editor will be verified by a member of the editorial board to determine the authenticity of the writer.
 - No material will be printed where content is obscene, invasive of others' privacy, encouraging physical disruption of school activities, and/or implies libel.
 - The CV Student Media editorial board reserves the right to withhold a letter or column or other submission and/OR return it for revision if it contains unprotected speech or grammatical errors that could hamper its meaning. Deadlines for letters and columns will be determined by each year's student staff, allowing sufficient time for verification of authorship prior to publication.
 - All letters to the editor become the property of CV Student Media upon receipt and will not be returned to the author.
 - Online comments will require a name and email address submitted that are verifiable.
 - Alerts will be sent to staff editors each time a comment is posted to the site.
 - Online comments that are found in violation of the editorial policy will be removed as quickly as possible.
 - Personal attacks are not allowed.
- Guest Writers/Columnists
 - All content, with the exception of letters to the editors, will be generated by CV Student Media reporters and editors.
 - Opinion writing and columns will follow these guidelines:
 - Writers must have experience in the area in which they are writing.
 - Columns will be bylined and all reviews will be the expressed opinions of the signed authors, the editorial board.
 - Columnists will endeavor to obtain direct quotes from participants, presenters, and/or audience to provide a balanced view.
 - Evaluative criteria used will be determined by the editorial board depending on whether the event/item being reviewed is professional or amateur in nature.
- Corrections policies - explain what the staff will do when they need to correct prior mistakes
 - Concerns about errors in the school media may be submitted through the adviser (Mrs. Hunziker, room 8000) or via email at CVStudentMedia@gmail.com.
 - The editorial board retains the right to determine whether, in fact, an error has been made.
 - Known and or found errors that are brought to the attention of the school media will be addressed regardless if realized by author, audience, or staff member.
 - 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.
 - Major corrections are determined by the editors and adviser.
 - 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.

Special thanks for the following organizations and programs for providing model policies and guidance when developing this comprehensive editorial policy:

The Journalism Education Association

The Student Press Law Center

Francis Howell North Student Media

Kirkwood Student Media

<http://jeasprc.org/wp-content/uploads/2009/10/jeamodeleditpolicy-2013.pdf>

<http://www.splc.org/article/2014/08/know-your-rights-cyberlaw-and-online-publishing>