

CLASSICAL ACADEMY HIGH SCHOOL PUBLICATIONS EDITORIAL POLICY

The CAHS Journalism Editorial Policy pertains to all CAHS publications, including the newsmagazine, the Crimson; the yearbook, the Chronicle; the website, Crimsonnews.org, and the any future broadcast program. The full editorial policy is available on Crimsonnews.org.

CAHS Journalism is the official student-produced media of news and information published/produced by CAHS publications students. CAHS Journalism publications have been established as designated public forums 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 CAHS Publications 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.

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 publications will serve the best interest of the students and faculty of Classical Academy High School, keeping itself free from any commercial obligations distracting from this purpose; this is defined by the staff.
2. Any decisions affecting the publications on all levels will be made by the editorial board, the adviser is allowed to give legal advice and his/her opinion, but the final decision rests in the hands of the editorial board;
3. Only the editorial board may prevent material it judges to be in violation of the editorial policy, from being printed;
4. All publications will vigorously resist all attempts at censorship, particularly pre-publication censorship;

5. All publications 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. CAHS Journalism 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. CAHS Journalism 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;
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 (splc.org).

II. THE EDITORIAL BOARD

1. The editorial board will consist of all student staff editors.
2. The editorial board decides on all decisions that pertain directly the CAHS publications and their interests.
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 adviser will elect a replacement for board members who have 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 editor 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 responsibility shall remain with the student editorial board.

7. The duly appointed editor or co-editors shall interpret and enforce this editorial policy.

III. THE ADVISER

1. The adviser is a professional teaching staff member and is in charge of the class just as in a conventional classroom situation.
2. Is a certified journalism teacher that 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 publications and ensuring the media will remain an open forum.
4. Guides the staff in accordance with approved editorial policy and aids the educational process related to producing the newsmagazine, yearbook, and online news site.
5. May caution, act as legal consultant and educator 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 newsmagazine, yearbook 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 publications. 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 in accordance with CA Educational Code 48907.

IV. THE ADMINISTRATION

1. The Classical Academy High School administration will provide the students of CAHS with a qualified journalism instructor to serve as a professional role model, adequate classroom equipment, and space for a sound journalism program.
2. CAHS administration will offer equal opportunity to minority and/or marginalized students to participate in journalism programs.
3. CAHS administration is not required to view and approve publication content before publishing.

V. CONTENT OF CAHS JOURNALISM

A. INTRODUCTION

All content decisions will be made in accordance to the following provisions, while keeping in mind that the overall purpose, role and goal of all CAHS Journalism is to

1. Inform, interpret, and entertain their 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. CAHS Journalism will not avoid publishing a story solely on the basis of possible dissent or controversy;
5. Cover the total school population as effectively and accurately as possible;
6. The staff of CAHS Journalism 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, creditability and advertising.

7. Coverage of all school sports teams, clubs and organizations will be allotted space in the yearbook each year. Number of teams within said sport and number of organizations and clubs determine space and coverage. Size of club or organization may or may not dictate the amount of coverage within the yearbook. The EICs create the ladder of content for each yearbook at the beginning of the year. Teams, clubs and organizations that are not established at the beginning of the school year may or may not be featured in the yearbook.
8. CAHS Journalism seeks to provide widespread coverage of all school events, teams and organizations, faculty and student body. All content and coverage is approved by the editorial board which serves to promote diversity and multiple perspectives of students at CAHS.
9. Letters to the editor are encouraged; the adviser and editorial board reserves the right to refuse inappropriate comments or complaints about coverage in the any of the publications by other faculty or members of the student body.

B. REGARDING PROFANITY

1. The publications 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 edit quotes for unnecessary profanity or unnecessarily offensive words, quotes that have been edited will be noted accordingly when published.
4. Any edited quote will be read back to the source prior to publishing and sources will have a chance to make changes.
5. Staff interviewers have the right to ask a source when necessary to repeat a quote without the use of profane language.

C. REGARDING STAFF WRITING

1. All writing in the media, other than letters to the editor, will be written by students of the journalism program and will not be accepted otherwise.

2. CAHS students outside of the publications staff will have the opportunity to submit writing.
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 adviser for verification.
4. Any material submitted from an outside source can be edited by the editorial board and must comply to this policy.
5. Writing must be the original work of the writer and not previously published in any publication, unless otherwise specified by the adviser and EICs.

D. REGARDING EDITORIALS & OPINION ARTICLES

1. All editorials printed will be bylined as: "on behalf of Editorial Staff".
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. CAHS Journalism will not publish any material for which there is evidence that the author is using the paper for inappropriate personal gain.
5. CAHS Journalism 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 upon a timely subject.
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. CAHS Journalism will not publish material that is unnecessarily obscene, libelous, unwarranted invasive 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?
 3. Is the information accurate and complete?
 4. Are any important points of view omitted?
 5. How would we feel if the story was about us or someone we knew?
 6. What are the consequences' of the publication?
 7. Is there a logical explanation to anyone who challenges 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, sources and reporting.
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. CAHS Journalism will specialize in and emphasize on informing their readers of school news and unique students of the Classical Academy community.
2. CAHS Journalism will cover community, state, national, and international news if it is directly relevant to the school community, and includes local angle.
3. CAHS Journalism 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 crime, the publications will endeavor to publish the facts correctly, explain the issue, and put a stop to any speculative stories that inevitably develop.

5. Major district issues and news will be priority over school news (these major issues will be decided by the editorial board).

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 publication(s).
2. CAHS Journalism will publish factual information (date of birth, date of death, survivors, organizations, hobbies, interests) in a 300-word obituary including one mug shot if possible in the Crimson and Crimsonnews.org.
3. CAHS Journalism 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.
4. CAHS Journalism 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.
6. Any current student, staff member, faculty member, or building administrator that dies during the year prior to the yearbook submission date will be recognized in the school yearbook.
7. 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 ¼ or ½ page space according to availability.

J. REGARDING ILLUSTRATIONS, PHOTOGRAPHS, GRAPHICS, ETC.

1. All photographs must be captioned and bylined, with the exception of mugs and some cutouts.
2. Bylines are required on all online photos and galleries.
3. Any photographs that contain any inappropriate attire or actions must be reshot.
4. Artwork represents the interpretations of the artist, not necessarily of the staff or CAHS Journalism.
5. The publications will not publish any photos, illustrations etc. that ridicule, demean, or misleadingly represent any individual or group.

6. Electronic manipulations changing the essential truth of the photo or illustration will be clearly labeled if used.

K. REGARDING ERRORS

1. Concerns about errors in the school publications may be submitted through the adviser and editors; via phone or email: cahspublications@gmail.com
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 the school media 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 editors and adviser.
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.

L: REGARDING ADVERTISING

1. The publications will not accept advertising for products that are illegal for minors to purchase and/or use.
2. CAHS Journalism will only sell senior ad space and/or senior wills in the yearbook and/or newsmagazine.
3. CAHS Journalism will run $\frac{1}{4}$, $\frac{1}{3}$, $\frac{1}{2}$, and full page ads for NCEF sponsorships in one or more of the publications.
4. The journalism staff reserves the right to refuse any images submitted for ads that may be interpreted as inappropriate for publication.
5. Ad space and sales are determined on a yearly basis by the adviser, editorial board, and executive director of The Classical Academies.
6. Ad space and sponsorship will comply with the Foundation (NCEF) and school policies as to not create a conflict of interest between CAHS Journalism and school donors.

M: REGARDING DISTRIBUTION AND CIRCULATION

1. The paper will begin at no less than 12 pages and no more than 24 pages in magazine format unless it is a special edition. The number of pages can however be altered if need be under the decision of the adviser and/or editorial board.
2. Updates will be made to the website throughout the week during the school year. While less frequent, updates will be made to the site during breaks.
3. The school newsmagazine will be distributed free of charge to all students according to a distribution schedule approved by the adviser and editors.
4. Current copies of the school newsmagazine will also be displayed in the journalism distribution tray, main office, guidance office and in cohorts.
5. Advertising revenues, profits from sales and fundraising are to be used to pay for the school publication printing costs, supplies, camps and conventions and other media expenses.
6. All budget surpluses are to be used for future production of the school media.
7. The newsmagazine will be distributed during cohort hour the first Tuesday of the week published.
8. Total press run each issue is approximately 500 unless specified otherwise by adviser or editorial board.
9. The school yearbook will be distributed in May/June of the same school year, unless specified otherwise by the adviser and editorial board.
10. The school yearbook will be sold for the lowest cost at registration (no more than 20% of printing cost). Price will then increase incrementally each quarter after. Extra copies of the book will be sold at distribution on a first-come, first-served basis.
11. Total press run each issue of the yearbook is approximately 500. Press run is subject to change based on sales and student body size.

N: INDIVIDUAL PORTRAIT POLICY

1. Senior portraits must be taken by company specified by yearbook staff.
2. All senior portraits must arrive to the yearbook staff by the posted date given to the yearbook staff by the senior portrait photographer.
3. Any senior who fails to get their yearbook portrait taken by the senior photographer contracted by the yearbook staff, will not be pictured in the yearbook senior section.

4. Portraits provided by the school photographer will be used for students in grades 9-12 and for the faculty members. Because of plant deadlines and the possibility of students missing portrait day, the yearbook staff is not responsible for unavailable portraits of students.
5. The section/grade placement of student portraits will be determined by the student's first semester status.
6. Grade designations will only be changed with written permission by student, student's parent, and a member of the administration.
7. Photo omissions will only occur for students or faculty with written permission by the student and a member of the administration.
8. The editorial board reserves the right to review or omit questionable or inappropriate portraits.
9. Names in mugs section will appear as supplied by the student during portrait day to the photographer unless otherwise requested.
10. Portraits will consist of one individual only. No other persons or props are permitted.

O: GROUP PORTRAIT POLICY

1. Any groups with school sponsors are eligible to take a group photo for the yearbook.
2. Yearbook will cover school sponsored, board approved, and established clubs/sports. All other sports or clubs will be reviewed by the editorial board.
3. Editorial board reserves the right to review or omit questionable or inappropriate portraits.
4. Portraits will consist of group members and sponsors only. Props are not permitted without prior approval.
5. Face painting or costumes not associated with team uniform in group portraits is not permitted.

P: REGARDING LETTERS TO THE EDITOR

1. Letters to editor will be printed in the opinion section of the newsmagazine or on the website.
2. Letters to the editor may be submitted to the journalism room or emailed at this address: cahspublications@gmail.com

3. Letters to editor should not exceed 300 words, must be signed and must include writers address and phone number for verification.
4. Letters to the editor will be verified by a member of the editorial board to determine the authenticity of the writer.
5. No material will be printed where content is obscene, invasive of others' privacy, encouraging physical disruption of school activities, and/or implies libel.
6. The CAHS Journalism 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.
7. The Crimson will only publish letters based on room in print publication. Letters may be printed online.
8. All letters to the editor become the property of the school publications upon receipt and will not be returned to the author.

Q: REGARDING REVIEWS

1. The reviewer must have experience in the area in which they are reviewing.
2. All reviews will be bylined and all reviews will be expressed opinions of authors, and not necessarily the opinion of other staff members.
3. All reviews will be to evaluate and inform, not to promote.
4. Evaluative criteria used will be determined by 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 CAHS Journalism.
6. All reviews need to be reviewed and printed in a current and timely manner.

R: SOCIAL MEDIA

1. Social media will be used to promote CAHS Journalism, to promote published content and to engage the CAHS community.
2. The editorial board reserves the right to remove comments that violate any provisions hitherto outlined by this policy.

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.
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.

S: PUBLICITY

1. The goal of the 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 CAHS Journalism and regulated by the school's marketing team and EICs.
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 start of contest.
7. Members of media staffs 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 Director of Social Media & the Business Manager.

T: 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 reporters 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. Reporters will not, within all boundaries of law, reveal a source who asks to remain nameless.
5. CAHS Journalism will avoid using sources who wish to remain anonymous.
6. All 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.
7. 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.

U: STUDENT & STAFF PUBLICATION POLICY

1. All students and staff of Classical Academy High School are eligible for publication in the CAHS student publications.
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 the CAHS Journalism. All students and staff of

Classical Academy High School are eligible for publication in the CAHS student publications.

4. 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.'
5. All efforts will be made to keep students and staff who have 'opted out' of coverage from publication in the CAHS Journalism.

V: DISCUSSION POLICY — **Revised as of 2015**

At Classical Academy High School (and therefore Crimson News), our chief goal is to maintain respect for others despite conflicts of opinion. The following policy is universally applied to all forums we maintain, including but not limited to: crimsonnews.org and all pages therein, the CAHS Publications Facebook and Instagram accounts, and any other social media forums that we monitor. To get through our vigilant comment moderators, the following is a list of rules that we test comments against:

1. Be respectful to the author. We, as a student-led journalistic establishment, reserve the right to deny comments that fail to foster healthy, productive analysis of the writing and/or comments that aim potentially slanderous or libelous words at the writer instead. By all means, we accept constructive criticisms, but libelous or slanderous phrases do not contribute to thoughtful commentary.
2. Be respectful to persons included in the article and other commenters. We likewise reserve the right to deny comments that pose slander, libel, or threats towards persons included within the article. This also applies to commenters toward which the hurtful comments may be aimed.
3. No profanity. This includes swear words of any kind, inappropriate sexual references (direct or indirect), or any threats, libel, and/or slander toward commenters or persons within the text of the article.

As journalists we also uphold to these regulations. As a student-led journalistic establishment, we stand to seek the truth and report it, free from libel, slander, or material that potentially poses a clear and present danger to the school or student body.

VI: STAFF POLICY FOR SELECTION AND DISMISSAL

A. EDITOR AND STAFF SELECTION PROCESS

1. Faculty adviser chooses Editor in chief(s) and other editor level positions with input from previous year's editorial board.
2. New and returning staffs are judged by application, previous work, potential and prerequisite class work.
3. Applicants are not turned down because of age, race, sex, religion, mental or physical handicap that do not impair editorial responsibilities.
4. Staff applications are due in May of each year.
5. The staff and editors are selected prior to end of the school year. The adviser reserves the right to make changes to the list as he/she deems necessary after the deadline.
6. Editor titles and positions are not named until after all media have finalized publication for the previous year.

B. REGARDING STAFF DISMISSAL

1. All individuals involved with CAHS Journalism 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 (includes written work, photography, or design)
 3. Quote falsification and/or falsifying information of a source or story
 4. Vandalism or theft of publication equipment
 5. Continuous negative or pessimistic attitude toward staff members or the adviser, or disrespectful behavior towards members of the student body or faculty
 6. Making threats against other staff members, the publications, adviser or any member of the student body (threats include physical harm,

- disclosing confidential information, or damaging the reputation of said staff member, publication, adviser or student)
7. Submitting an advanced page design, story, photo or other publishable item to anyone outside the publication staff without approval by the editorial board
 8. Suspension from school in one academic year
 9. Posting inappropriate images or content via social media, or participating in activities on or off campus that compromise the integrity of the publication or student's reputation
 10. Failing to fulfill job as outlined in job description
 11. Failing to maintain a 2.0 GPA or higher at the end of each quarter
2. Major infractions will result in immediate dismissal from staff duties and dismissal from class and staff at the end of semester (major infractions include but are not limited to following: plagiarism, vandalism, theft).
 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.
 4. Warnings will be written and signed by the adviser and editor-in-chiefs, as well as staff member in question.
 5. An editor will be stripped of his her 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; adviser will make final decision.
 8. The academic nature of the school publications 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. A staff member who is dismissed may experience additional consequences by school authorities if the dismissed student retaliates against the staff, publications or adviser

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 cahspublications@gmail.com or dropped off in the journalism room.
3. Resolutions will be made within limits of deadlines.

VIII. PROFESSIONAL AFFILITAITON

1. CAHS Journalism should be a member of state, national, and/or international journalism organizations.
2. CAHS Journalism will work to be in contact with professional media such as the San Diego Union Tribune, KPBS San Diego, NBC 7 San Diego, as well as other individuals and companies in the communications field.