

☺Let's keep Ms. M happy and not angry this year...here's how! ☺

First of all let me begin with saying that this class, while being a class, is also like a job. Treat it as such and you will be fine. Act in any way unbecoming to the *Spectator's* reputation and there is a good chance you may be fired. It has happened before, and I have no problem doing it again.

Here's 107 ways to be awesome.

1. What happens in the newsroom stays in the newsroom.
2. If you are complaining about another teacher or student outside of this room, I better not know who you are talking about. That means no names!
3. What happens outside of the newsroom goes in the *Spectator*.
4. Always look for the story.
5. Work hard; play hard. We have a lot of fun and lots of laughs in here, but notice which imperative goes first ;).
6. You ARE the newsroom. Make it your home!
7. Always be on the lookout for a story. You often hear more than I do.
8. Writing is to be respected. If you think someone's article is lackluster, explain to THEM why you think so, respectfully of course.
9. Thinking is also to be respected. Let silence reign. Music doesn't always need to be playing. Just because you can think with Miley is playing, doesn't mean everyone can.
10. No yelling across the room. Get up and talk to someone if you need to speak with them. Throwing their edits back to them is terrible practice. Go up and explain your edits to them.
11. Your press pass will open doors for you. Use it!
12. Borrow whatever you want that is ours; just make sure it goes back to where you found it.
13. If the printer is broken, fix it. If it is out of paper, put some into it. There is extra paper in the SSC. Do not just continue printing to an empty printer or whining about it being broken. You have hands. Use them.
14. Be a problem solver.
15. Chairs stay at their desk. We do not wheel around the room. There are cords everywhere and sometimes it becomes very difficult to reconnect them.
16. This room, although your home, is not your trashcan, nor am I your maid. Empty wrappers and cans should be disposed of properly. If I buy you food, the least you can do is not leave crumbs and wrappers everywhere.
17. Wandering for the sake of wandering is not permitted. If you must take a break and get out of the room, at least try to look busy. I should never have another teacher or staff member come and complain that you were being a disruption in any way.
18. You are leaders, not just in here, but in the school. Do not make me look foolish for trusting you.
19. Do not lie. EVER. You will be caught. And you will be punished. SEVERELY.
20. Do not sit on the desks or tables. That's what chairs are for.
21. Newspaper students are the best kids in the school. Remember that.
22. Do not miss a deadline. If there are extraneous circumstances, I better know about them. (Ex: The person you are interviewing has been absent and is not answering their phone, or their email, or their Facebook messenger, or their twitter account...)
23. Save everything in the correct folder. This means double checking you saved it in the correct folder.
24. NEVER, UNDER ANY CIRCUMSTANCES, MAKE UP A QUOTE. EVER. IT WILL BE THE LAST THING YOU WRITE FOR THE SPECTATOR.
25. Double, triple check spellings of names and places.
26. If you don't know how to write something in AP style, check the book. If by October you are still wondering what this means, this is a problem, and not one I will be happy to answer for you.
27. No other class gets to have their homework published in front of the entire school. Pretty cool, huh?
28. Keep all of your interview notes. People will forget what they said.
29. Ask questions. Chat people up. Share.
30. It's okay to cry in the newsroom. It has happened before and it will absolutely happen again. Do not be ashamed. I've cried.
31. There is always work to be done. If you are bored, I will absolutely find you something to do, or you can always ask someone else if they need help.

32. Do not ask me to use the bathroom. First, sign out then take your press pass. Never leave the newsroom without it.
33. Don't take food or drink to the computers. There is a back counter and a huge front table for that.
34. There is no such thing as a perfect article, layout or issue. We are human. We make mistakes. It is about noticing those mistakes and trying to fix them. Learn from them.
35. Don't play music on your computer unless you have headphones. We will use the radio unless we have an agreed upon designated music person for this day/this hour. Do not just assume it is your turn. Everyone wants to be the DJ. More than one song playing at a time will make me extremely agitated.
36. Music-wise, we have younger kids in class this year. Make sure your music choices do not make me uncomfortable—that means an overabundance of swearing. If Ms. M hears the f-word or other gross words you will lose your music playing privileges...FOREVER.
37. Never miss journalism class. Ms. M should never have to ask "Where is Lindsay?" or "Where is Jimmy?" She should know where you are. This goes for late nights especially.
38. Contribute supplies and food to the newsroom. If I always have to buy food and supplies, it's going to get really old and we're going to have to stop celebrating birthdays, and you know, writing.
39. Highlight all changes made on article drafts and layouts so I know you saw the edit and made the change.
40. It is a grave ordeal to misspell a name. We have many ways of checking spellings. The first one is to ask the person interviewing to spell their name. Crazy idea, huh?
41. Ms. M never yells and never swears. If she does, she is REALLY mad.
42. We follow most of the school rules.
43. High fives and kudos are always nice to hear. We criticize enough in here.
44. *Spectator* requires a tough skin. Get one real quick.
45. Everyone is irritated with everyone on late nights. Get used to it.
46. Celebrate you, me and each other.
47. Put food in the cabinets. It is awesome to remember it is there on late nights.
48. Do not talk when Ms. M or Corey or Josh or Emma are talking. Or Nicole or Bennett, for that matter. This is like talking while your bosses are speaking. When the editors are up at the brainstorming board at the beginning of each month, you are turned, facing them, not speaking, but raising your hand to offer up your article idea, and your monitor better be turned off. You may think you are sneaky with your games, but believe me you are not.
49. Ms. M will write you awesome letters of recommendation, but only if you earn them.
50. Things Mullins hates more than anything: lame excuses, lying, and missed deadlines.
51. You really do have to earn your grade, but in all honesty you should get an A in here, but only if you truly deserve it.
52. Mullins laughs easily, and we have a lot of fun in here; let yourself go sometimes and be yourself. She wants to get to know you.
53. Deadlines have the word **dead** in them for a reason.
54. Don't stand by the door waiting for the bell. EVER. It's obnoxious and hurts Mullins' feelings.
55. If you leave early for lunch that is strike 1. Strike 3, and you're out. I will turn you in for truancy. Parents will be called, and life may get difficult for you.
56. Your 18th birthday is like any other birthday. You do not get to not come to school or miss layout because you are now technically an adult.
57. Freshmen are people, too. Remember to interview them.
58. Do not interview your best friend or the same kid every time unless your best friend is absolutely crucial to the story.
59. If you make a mess, clean it up.
60. We respect words here. Avoid the misuse of words at all costs.
61. Grammar is your friend. Make nice with it and cozy up.
62. If you leave class without your press pass and get busted, we do not know you.
63. Journalism can be the best or worst class you take this year. Make it the best.
64. You are an elite group of students chosen for this class. Remember that. Be proud.
65. If you answer the phone, say "Newsroom, student speaking. How may I help you?"
66. Ms. M loves coffee; bring her one or make her one and she will be ridiculously happy and you will be her favorite...for at least a day. Oh, and Slurpees...Mountain Dew ☺
67. Your work is appreciated and your opinions are always welcome, but sometimes they may be ignored for the good of the staff. Do not be offended.
68. The photo editor is not responsible for taking a photo if you did not fill out a photo request form. He/she will keep all of them for easy reference and to prove you never requested the photo or to prove he forgot, and if this is the case, it is not your fault and he/she will lose points.
69. Don't waste paper, or waste it. Sometimes it is easier to find mistakes on hard copies.

70. Be willing to accept criticism. Develop thick skin as was mentioned before. Your article may be torn to shreds (figuratively and literally) at least once.
71. Corey, Josh and Emma should yell at you more than Mullins. Sometimes she will ask them to yell at you for her. Before you cop an attitude with anyone, remember this may be coming from higher up.
72. If Ms. M calls, you answer. If she texts you, respond. ASAP.
73. On late nights, if you want to be excused, be finished.
74. Be nice to each other. Ms. M hates mean people and rudeness. If you are having a bad day, leave it at the door. Have a bad day out there, not in here.
75. Communication is key; Journalism is nothing without communication.
76. We only use press passes to get into events we are covering. Have your press pass, camera and notebook. BHS staff knows this and will bust you.
77. Fundraising ideas are always encouraged. Got a great idea? Tell us!
78. Newspaper is an honor and a privilege. Do not abuse Ms. M's trust.
79. Never give up. Never do less than your best.
80. There is a style sheet for a reason. Follow it.
81. Your participation grade is just that: participation. Do not just sit idly by.
82. If you will not be here for distribution you must let me know by Friday or Monday morning even.
83. Students being interviewed must be taken out of class with extreme politeness. You will also ask to take kids out of class by saying "May I borrow _____ for an interview for the *Spectator*?", not "I need _____." They should not be out of class for more than 10 minutes. Have questions ready.
84. Google images are not okay. Use Creative Commons.
85. I will answer to Emulls, Mulls, Mullins, Ms. M or various other names, but only in here. Out there I am Ms. Mullins.
86. J, C and E are the law. Do not question their authority unless it is something absurd (it won't be). If they ask you to do something you will do it, and you will like it. Respect the hierarchy. It is in place for a reason. They have been on staff longer than you. They know more than you.
87. There is no swearing unless absolutely necessary. Use a better vocabulary.
88. If you saved your layout or articles under dumb, irrelevant names, it is your fault we were then not able to place your article. The blank space will make you look silly.
89. All staff members are required to write at least 2 articles. Hot/Not do not count as one article. Doing an article with another staff member does not count as one article.
90. When Ms. M receives your article for Adviser Edit she should see all 5 drafts stapled in order of oldest to most recent, with hi-lighted changes made on each one. She should see the development. The edit sheet should be on the top.
91. If you do not think your article is panning out, let Mullins/J/E/C know immediately. IMMEDIATELY.
92. Allow mistakes.
93. It is okay to question authority, but within reason.
94. Controversial subjects are by no means off limits.
95. Always be civil to those who assert a different perspective. Show consideration, good manners, and courtesy as you present your arguments.
96. Choose logic over an emotional response.
97. Promote teamwork always.
98. Just because we are a free student press does not mean you have unbridled control over your newspaper. It is however yours. Take constant pride in all of its content.
99. Accept criticism and do not feel malice towards those who give it.
100. Never use the words and ideas of another without giving credit to the source.
101. Accuracy! Don't fail to check the facts.
102. Try to avoid bias.
103. Do not report on a story if you are not completely independent of that story.
104. Never ever deceive. Not your audience, fellow journalists, or me.
105. Tell the WHOLE story, but decide what is newsworthy and what is fluff.
106. The truth shall prevail.
107. Read our paper. If we don't read it, who will?