**Journalistic reporting and writing and ethics**

***Ethical Statement:***

Reporting requires great attention to detail, facts and transparency. Developing a news story in written format should include information that has been verified, including the use of verified sources. Remain transparent in the news-gathering process, while also maintaining focus clarity and structure to help readers gain a better and deeper understanding of the story.

***Procedure***

* Determine the news value of the story.
  + What information are you sharing?
  + Why do you believe it’s important?
* What information do you need?
  + How will you gather the facts/information?
    - Interviews, data, public records request
  + Remain transparent and attribute where you received your information.
* Verify
  + Verify sources and information before publication.
* What’s missing?
  + Is there information that was not released to you? Should you let readers know?
* If information is sensitive, what has be done to minimize harm?
  + Do not publish names of victims unless given permission to do so.
  + While it’s not against the law to publish names of juveniles in crime cases, discuss with editors why or why not you will publish the name.
    - Determine the potential harm before moving forward.

**Advising student media and ethical concerns**

Advisers will help to guide and support student journalists. They will instruct on the fundamentals of journalism based on honesty, transparent and responsible news gathering. While advisers will act as a coach and guide for students, final decisions in the publication will be made by student editors to strengthen the role of a free student press without prior review or censorship.

***Procedure***

* Advisers shall advise.
  + Advisers will act as a coach and guide to navigate through the fundamentals of journalism.
* Facilitate discussions
  + Advisers will help to facilitate discussions, brainstorming sessions and editorial meetings. Students will be encouraged to lead and facilitate discussions and meetings.
* Censorship
  + Advisers should offer guidance and support without censorship.
  + Advisers should encourage thoughtful discussions over ethical questions regarding publication, but the final decision should rest on student editors and student leadership.