Students are expected to follow the same rules and guidelines as detailed in the student handbook and as outlined in the publication’s manual. Time spent outside the classroom will vary depending on events and stories, but students should be prepared when planning to work outside of class time.

**What you need to know:**

* Events outside of school property may require a press pass. It’s crucial that you check with the event coordinator or communication staff to ensure you have the proper credentials to access the events.
	+ Scheduling interviews with newsmakers should be done in advance unless otherwise stated.
	+ Students should not abuse the press pass. This is not a free ticket to an event. If carrying a press pass to enter an event or place, please be advised that you are a representative of the publication and hold responsibilities as an active member of the press.
	+ Do not share a press pass with other students outside of the publication. This is reserved for members of the press.
* Students working outside the classroom during school hours should check with adviser before leaving the building.
	+ Students must have approval from adviser before leaving class. No exceptions.
* Any equipment used outside of the classroom should be signed out and returned at the assigned time.