

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
**BOARD RULES, CHAPTER IX, ARTICLE VII**  
**CLASS-RELATED ACTIVITIES**

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**9700. PRIVATE INSTRUCTION FOR COMPENSATION.**

No employee of the Los Angeles Community College District may use District-owned or -controlled facilities to provide private instruction or other professional services for compensation. An instructor employed by the District is prohibited from offering private instruction or other professional services for compensation (1) to a student is enrolled at the college to which said instructor is assigned; (2) during any summer vacation period to a student or a former student who was a member of one of the instructor's classes during the previous Spring Semester.

**9700.1 Financial Transactions with Students.**

Faculty members are prohibited from engaging directly with students in their classes in the sale or rental of required or recommended materials or activities charges. When a faculty member wishes to distribute classroom materials for which students are required to pay, the faculty member shall use a voucher system through the College's bookstore or business office and must substantiate that the materials are being provided at cost. Faculty members are prohibited from engaging in other financial transactions with students, except to facilitate participation in voluntary, extracurricular activities, such as theater trips or sporting events. In that case, the faculty member is required to provide appropriate accounting and receipts upon request to the supervising administrator.

**9701. INSTRUCTOR'S AUTHORITY IN THE CLASSROOM.**

Presence in a District classroom shall be limited to duly enrolled students of that class, District employees with authority to enter the classroom space, and authorized visitors to the classroom. The instructor is authorized to order any unauthorized person

from the classroom. Failure of such person or persons to obey this order constitutes a misdemeanor.

EC 87707, 87708, 87709. Penal Code 415.5, 602.10

### **9703. COLLEGE NEWSPAPERS.**

The term "college newspaper" shall refer to any news/feature publication that is issued under the name of the college, funded by the Los Angeles Community College District, and produced by students as an integral part of instruction in journalism/media arts. The term "editorial" shall refer to all content other than advertising.

#### **9703.10 Purpose and Philosophy.**

A college newspaper, as a laboratory publication of the journalism/media arts curriculum, shall provide a vehicle to train students for careers in mass communication. A college newspaper shall also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

The Board of Trustees recognizes that a college newspaper is a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion. The college newspaper shall exercise editorial freedom in order to maintain its integrity as a vehicle for free inquiry and free expression in the college community.

At the same time, the editorial freedom of the college newspaper shall entail corollary responsibilities as detailed in the attached Code of Ethics of the Society of Professional Journalists, Sigma Delta Chi as adopted by the society at its 1973 convention.

### **9703.11 District Publication Policy.**

The Board of Trustees establishes the following policies concerning college newspapers:

- a. Students participating in the production of college newspapers shall be instructed and supervised in their responsibilities by a journalism instructor/advisor. As an instructor and supervisor the advisor shall guide rather than censor.
- b. All written or graphic material that is obscene or libelous, that violates the rights of privacy, that creates a clear and present danger of inciting the commission of unlawful acts on college premises, or that causes the substantial disruption of the orderly operation of the college is unlawful and is not condoned.
- c. College newspapers are free of prior restraint, and each editorial staff, in consultation with a journalism advisor, shall develop its own editorial and advertising policies.
- d. This statement shall be published on the editorial page of each college newspaper: The college newspaper is published as a learning experience, offered under the college journalism instructional program. The editorial and advertising materials published herein, including any opinions expressed, are the responsibility of the student newspaper staff. Under appropriate state and federal court decisions these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. Accordingly, materials published herein, including any opinions expressed, should not be interpreted as the position of the Los Angeles Community College District, the College, or any officer or employee thereof.

- e. The Chancellor or designee shall develop a procedure which may be used by any person with a grievance against a college newspaper. The grievance procedure so developed shall provide for a prompt and equitable resolution of the complaint and shall contain at least the following:
- 1) The first level of the grievance review process shall be before the editorial board of the newspaper involved; and
  - 2) The next level of review shall be before a review board of three journalism professionals selected from a panel appointed by the Los Angeles Journalism Association. Every attempt should be made to insure that the review board is reasonably balanced ethnically, racially, and sexually. The Review Board shall have power only to recommend.

The college newspaper grievance process in no way reduces or eliminates other avenues of appeal such as student, classified, and certificated grievance procedures. The Board of Trustees shall consider no action until the newspaper grievance process has been completed.

A copy of this grievance procedure shall be posted in the office of each college newspaper.

- f. Each college newspaper shall establish and keep in force liability insurance for its publication. The policy shall name trustees, college officers, and employees as additional insureds.

The cost of such insurance shall be paid from the advertising revenues of each college newspaper as maintained in a separate account in the office of the College Fiscal

Administrator of that college as provided in Board Rule 6408. To every extent possible the editor-in-chief and other editors of each college newspaper shall participate in the negotiation of the liability insurance for their publication.

- g. A copy of this Board Rule shall be posted in the office of each college newspaper.

### **9703.12 Newspaper Editorial and Advertising Policy.**

The editorial staff of each college newspaper, in consultation with the journalism advisor, shall adopt a written statement of editorial and advertising philosophy, purposes, policies and procedures, no portion of which shall be in conflict with any provision of this Board Rule.

### **9703.13 Responsibility for Content.**

The editor-in-chief of each college newspaper shall determine and be responsible for the editorial and advertising content of the publication.

### **9703.14 Responsibility of Advisor.**

A faculty journalism advisor shall instruct and supervise the editor-in-chief and staff and evaluate them in order to encourage professional standards of journalism and to carry out this Board Rule. The Board of Trustees endorses the code of professional standards for advisors (Board Rule 9703.16).

### **9703.15 Code of Ethics.**

The Society of Professional Journalists, Sigma Delta Chi, believes the duty of journalists is to serve the truth.

We believe the agencies of mass communication are carriers of public discussion and information, acting on their Constitutional mandate and freedom to learn and report the facts.

We believe in public enlightenment as the forerunner of justice, and in our Constitutional role to seek the truth as part of the public's right to know the truth.

We believe those responsibilities carry obligations that require journalists to perform with intelligence, objectivity, accuracy and fairness.

To these ends, we declare acceptance of the standards of practice here set forth:

**Responsibility:** The public's right to know of events of public importance and interest is the overriding mission of the mass media. The purpose of distributing news and enlightened opinion is to serve the general welfare. Journalists who use their professional status as representatives of the public for selfish or other unworthy motives violate a high trust.

**Freedom of the Press:** Freedom of the press is to be guarded as an inalienable right of people in a free society. It carries with it the freedom and the responsibility to discuss, question and challenge actions and utterances of our government and of our public and private institutions. Journalists uphold the right to private institutions. Journalists uphold the right to speak unpopular opinions and the privilege to agree with the majority.

**Ethics:** Journalists must be free of obligation to any interest other than the public's right to know the truth.

1. Gifts, favors, free travel, special treatment or privileges can compromise the integrity of journalists and their employers. Nothing of value should be accepted.

2. Secondary employment, political involvement, holding public office, and service in community organizations should be avoided if it compromises the integrity of journalists and their employers. Journalists and their employers should conduct their personal lives in a manner which protects them from conflict of interest, real or apparent. Their responsibilities to the public are paramount. That is the nature of their profession.
3. So-called news communications from private sources should not be published or broadcast without substantiation of their claims to news value.
4. Journalists will seek news that serves the public interest, despite the obstacles. They will make constant efforts to assure that the public's business is conducted in public and that public records are open to public inspection.
5. Journalists acknowledge the newsman's ethic of protecting confidential sources of information.

Accuracy and Objectivity: Good faith with the public is the foundation of all worthy journalism.

1. Truth is our ultimate goal.
2. Objectivity in reporting the news is another goal, which serves as the mark of an experienced professional. It is a standard of performance toward which we strive. We honor those who achieve it.
3. There is no excuse for inaccuracies or lack of thoroughness.

4. Newspaper headlines should be fully warranted by the contents of the articles they accompany. Photographs and telecasts should give an accurate picture of an event and not highlight a minor incident out of context.
5. Sound practice makes clear distinction between news reports and expressions of opinion. News reports should be free of opinion or bias and represent all sides of an issue.
6. Partisanship in editorial comment which knowingly departs from the truth violates the spirit of American journalism.
7. Journalism recognize their responsibility for offering informed analysis, comment, and editorial opinion on public events and issues. They accept the obligation to present such material by individuals whose competence, experience, and judgment qualify them for it.
8. Special articles or presentations devoted to advocacy or the writer's own conclusions and interpretations should be labeled as such.

Fair Play: Journalists at all times will show respect for the dignity, privacy, rights and well-being of people encountered in the course of gathering and presenting the news.

1. The news media should not communicate unofficial charges affecting reputation or moral character without giving the accused a chance to reply.
2. The news media must guard against invading a person's right to privacy.
3. The media should not pander to morbid curiosity about details of vice and crime.

4. It is the duty of news media to make prompt and complete correction of their errors.
5. Journalists should be accountable to the public for their reports and the public should be encouraged to voice its grievances against the media. Open dialogue with our readers, viewers and listeners should be fostered.

Pledge: Journalists should actively censure and try to prevent violations of these standards, and they should encourage their observance by all news people. Adherence to this code of ethics is intended to preserve the bond of mutual trust and respect between American journalists and the American people.

(The Society of Professional Journalists, Sigma Delta Chi, adopted 1973)

### **9703.16 Code of Professional Standards for Advisors.**

In this era, each day brings increasing pressures on the campus press and on advisors to college publications. It is more obvious than ever that these advisors need to be professionals and that those who are in administrative positions to employ advisors need to be aware of this Code of Professional Standards for Advisors when selecting new persons for these positions.

The First Amendment to the Constitution established freedom of the press as an inherent right of the public. Those First Amendment rights are also guaranteed to college and university student publications and their staffs. The right of student journalists to print without fear of censorship or threat of prior restraint has been affirmed in the courts. It is the duty of student publications advisors to ensure the vigorous and free exercise of the First Amendment right of the student press in their own individual situations.

1. Ethics of Advisorship. Ethics of the Professional Journalist:

The student press should be viewed as a training ground for the profession. Therefore, student journalists, as the professional press, must be free to exercise their craft under First Amendment guarantees with no restraints beyond the limitations of ethical and legal responsibilities in matters of libel, obscenity and invasion of privacy.

The journalist serves the public best with timely, factual complete news reports and gives his/her first duty to fairness and accuracy. Accordingly, the advisor should encourage the staff toward editing an intelligent publication that presents a complete and unbiased report, and that reflects accurate reporting and editorial opinions based on verified facts.

As his/her counterpart in the profession, the student journalist should be as free as other citizens to probe every facet of his/her campus community, his/her nation and his/her world without fear of reprisal.

The advisor should be able to, in this context, lead him to a full knowledge and understanding of the ethics, and most importantly, the responsibilities of the profession of journalism. The advisor should, therefore, fully understand the nature and function of contemporary journalism and all recent court cases upholding First and Fourteenth Amendment rights of student journalists.

Ethics of the Professional Educator: The advisor serves primarily as teacher whose chief responsibility is to give competent advice to staff members and to be readily

available to them. As a teacher, the advisor is a professional educator whose responsibility is to explain and demonstrate. He/she must also be respected for his/her professional ability and integrity.

An academic community requires freedom to exchange information and ideas. The advisor should promote, initiate and sustain instructional policies which will provide students the freedom to establish their own publications and to conduct them free of censorship or of faculty or administrative determination of content or editorial policy.

2. Responsibilities of the Advisor. To the Student:

As a supervisor, the advisor must guide rather than censor. Availability of the advisor is of utmost importance. The advisor should let it be known that he/she is willing to give guidance, provide counseling be there when needed. He/she shares his/her knowledge of journalism with the staff. As a supervisor, he/she helps students understand that the publication must come out on schedule, that deadlines must be met and that professional standards and ethics should be followed at all times. He/she uses his/her supervisory position to instruct, knowing that he/she is in a position to teach more and do a better job than when in a formal classroom setting.

It is important that the advisor be knowledgeable in the production techniques of the publication he/she advises. This role involves primary concern with the total quality of the publication rather than the day-to-day operation which is properly handled by student staff members.

As a counselor, the advisor has the responsibility to guide students to an understanding of the nature, the functions and the ethics of the student press. As a natural corollary, it is his/her job to have firm, professional contacts in the community so he/she can serve as an effective liaison between the professional media and his/her students, both in making available the best possible models and in providing career information.

As a teacher--and this is perhaps the most important job of the advisor--the advisor should provide instruction that will result in a better publication. The effective advisor tries to emphasize individualized instruction and allows for individual differences in staff members' abilities to learn. He/she points out weak areas and works with students to strengthen their abilities in these areas. He/she makes his/her students confident of what they can do. He/she tries to shape their minds in the direction of a realistic future career. Most important, the advisor must make sure that every staff member has an opportunity to develop as fully as possible his/her potential within the framework of the publication.

To the Administration:

The advisor functions as a liaison with the administration for an understanding of the ethics and responsibilities of a free professional press and of free student publications. In this role, he/she must ensure full communication of administrative policy to student editors as well as communication to administrators of the First Amendment rights of students to print without censorship or prior restraint and the

duty of the institution to therefore allow full and vigorous freedom of expression.

The advisor must ensure an honest understanding of each side and its objectives by the other and a belief in the principles of full exchange of information in all classes.

As editorial advisor, his/her role is to encourage the student staff to be accurate, fair, complete, intelligent and reasonable in the carrying out of their publication functions.

To Colleagues:

The advisor is a member of the institution's professional staff with obligations to his/her profession, both as a college teacher and as an advisor. As a liaison with regard to the role of the student press, he/she must function as an advisor to other faculty and college staff members about the nature and functions of the college press.

The advisor should, at all time, remain a respected professional educator and in that role can best provide, through example and through dialogue, an effective basis for the successful functioning of ethical student publication.

(National Council of College Publications Advisors,  
Revised 1980)

**9703.17** The general statements of philosophy set forth in Board Rules 9703.15 and 9703.16 shall be interpreted and applied in such a way as to be consistent with the specific terms of Board Rules 9703.10 through 9703.14.

**9704. OTHER CAMPUS NEWSPAPERS.**

No campus newspaper other than that described in Board Rule 9703 shall be published under the name of a community college with a college masthead and/or nameplate. Clubs, class, etc., may publish newsletters for circulation to their membership using the name of the club on the masthead, provided they follow Board Rule 9703.10.

**9705. TRAVEL AND TRAVEL EXPENSES AUTHORIZATION – STUDENTS; TRAVEL EXPENSES AUTHORIZATION – FACULTY.**

- a. Board of Trustee authorization is required for the following types of student travel and/or related expenses:
  - 1. Travel out-of-state for co-curricular activities, as defined by Board Rule 9401. The Board may authorize the use of District funds to pay the costs associated with the travel.
  - 2. Any out-of-state travel when District funds will be expended to pay the costs associated with the travel.
  
- b. Board of Trustee approval is not required for the following types of student travel and related expenses:
  - 1. Travel out-of-state with the use of Associated Student Body funds, Student Representation Fee funds or other non-District funds as authorized by the College President, which shall be reported to the Board as an informational item. Expenditures of Associated Student body funds or Student Representation Fee funds shall be made in accordance with procedures authorized by the Chancellor.
  - 2. Travel in state with the use of Associated Student Body funds, Student Representation Fee funds or other non-District funds as authorized by the College President. Expenditures of Associated Student Body funds or Student Representation

Fee funds shall be made in accordance with the procedure established by the Chancellor.

- c. The Board of Trustees hereby authorizes the President of each college or one administrator designated by the President to approve the following types of student travel:
  - 1. Travel in state for student attendance at conferences, conventions, events and other activities which are performed as either a class assignment or as a co-curricular activity, and to pay associated travel and mileage costs with District funds, provided that funds budgeted for such purpose are available and approved for such use.
- d. Payment of authorized actual and necessary expenses may be provided in advance to the faculty advisor and may include the following:
  - 1. Transportation to and from destination according to the District's Administrative Regulations; and/or
  - 2. Lodging and meals, subject to rates established in the District's Administrative Regulations.
- e. Reimbursement of expenses may be provided to the faculty advisor and may include the following:
  - 1. Porterage where charged as a specific fee;
  - 2. Local transportation at place of event; and/or
  - 3. Other miscellaneous items directly related to the class assignment or co-curricular activity.
- f. Items Excluded:
  - 1. Intoxicating spirits;
  - 2. Tips and other gratuities; and/or

3. Personal telephone calls or other expenses of a personal nature.

EC 72242, 72640

**9706. AWARDS BANQUETS--STUDENTS.**

The Board of Trustees hereby authorizes the Chancellor to approve awards banquets for the purpose of awarding student achievement in the performance of class assignments, provided that funds are budgeted for such purpose and are available and approved for such use, pursuant to Administrative Regulations.

Amended: 12-07-16