

546 STUDENT YEARBOOK POLICY

I. PURPOSE

The purpose of the yearbook is to serve as a hands-on learning tool for the yearbook staff comprised of students and adult yearbook advisors. They have the responsibility of publishing an annual yearbook that is meaningful and non-controversial.

II. GENERAL STATEMENT OF POLICY

The decision-making process regarding the inclusion of content and photos in the yearbook rests primarily with the student yearbook staff. Advice and guidance is provided by an advisor/classroom instructor. Many of these decisions will happen early in the year. The yearbook staff and advisor encourage constructive criticism and suggestions before, during and after publication, but the yearbook staff reserves the right to make final decisions regarding the content of the yearbook in accordance with this policy.

In the event that the yearbook staff has concerns or questions about the impact of their decision to include or exclude a particular photo or content on members of the school community or the community at large, they shall consult with the administration prior to publication.

The yearbook is a school publication and is subject to all school district policies, state and federal laws, and regulations. Nothing shall be published in the yearbook that is libelous, slanderous, obscene, copyrighted, advocates illegal activities or may cause substantial disruption to the school. Clothing, gestures, banners, props or displays which are deemed inappropriate in school, which include but are not limited to, displays of prohibited items such as firearms, other weapons, drugs, tobacco or alcohol, shall not be published in the yearbook.

Inclusion in the yearbook is considered a privilege, not a right. The yearbook is not a public forum. Purchasing a yearbook does not entitle the purchaser to any guarantees or rights regarding the book's content.

III. DEFINITIONS

A. Portraits Policy:

Underclass portraits will be taken and submitted only by the school's contracted photographer to ensure the highest quality of reproduction. At least two opportunities will be provided for all students and employees to have their photos taken. Students and staff are expected to listen to announcements and look for posted signs advertising picture days. Students who miss both the regular and make-up portrait days will not be included in the yearbook.

Seniors may use the school's yearbook photographer or a photographer of their own choosing. The student will incur the cost of the portraits. Appropriate attire is required. The same picture requirements previously stated in the general policy section also apply to senior portraits. Senior portraits may not include inappropriate clothing, gestures, or any props. There cannot be any displays in the foreground or background which are prohibited on school property such as firearms, other weapons, drugs, tobacco or alcohol. Only one person per photo submission and all School District Dress Code rules apply to the photo submission (no hats, profane or racist messages, advertisements for alcohol, tobacco, drugs, etc.). Any baby pictures that are submitted must be of an individual who is clothed. Seniors who miss the deadline for submitting their senior portrait or other special picture submissions such as a baby picture shall not be able to submit their own photo after the deadline. The yearbook staff will attempt to use the school contracted photographer taken student ID photo if available or one of the yearbook staff may, in certain circumstances, attempt to take a photo of a senior who does not have another photo available. Either a black & white or color wallet size picture needs to be submitted to the yearbook staff. A digital picture can also be submitted. The staff reserves the right to exclude portrait pictures that do not meet the specifications.

If a student wishes to be excluded from the yearbook, he or she must submit a written request to the yearbook staff and a parent or guardian must sign it.

B. Redacting Policy:

There may be occasions when errors or inappropriate content are identified after the yearbooks have been printed. When the issue is identified, the yearbook staff will make reasonable efforts to redact the item in question prior to distribution. This may include removing an entire page, placing a revision sticker over the error or inappropriate content or a similar correction. Reprinting the yearbooks would be considered only as a last resort if no other reasonable solution could be found. Costs associated with redacting will be absorbed by the school district.

IV. SCHOOL DISTRICT ACTION

In the event the yearbook staff discovers any errors or decides that certain content or a photograph is inappropriate for distribution after the printing of the yearbooks, the yearbook advisor/classroom instructor will notify the superintendent. If the superintendent decides such action is required, the superintendent will authorize a designee to undertake reasonable efforts to redact or remove any errors or inappropriate photographs or content before the yearbook is distributed. The Superintendent may consider reprinting a yearbook, but only as a last resort and only if funds are available.

Legal References:

Cross References: