

# my yearbook policy

## Content Policy

As a part of a publication that is a student planned and produced project, as well as a part of an academically related program, there are certain guidelines students must practice ethically and legally. The publication of SAGA attempts to inform and entertain its readers in a fair and accurate manner in all subjects that affect the reader in areas of academics, student life, clubs and sports. The student body as a whole is the book's target audience, with secondary audiences including parents, school personnel, community members and fellow journalism groups. The content should focus on coverage that meets the needs and wants of the majority of the students. No material, opinioned or otherwise, will be printed which is libelous, negligent, advocates an illegal activity or one the editorial board and / or adviser considers in poor taste.

## Portrait Policy

All underclassmen and faculty must have their portraits made with the official school portrait photographer to be included in the current volume of the yearbook. Students and faculty/staff will be allowed at least two opportunities to have their picture taken or retaken only if the need presents itself (needs include absences, sneezing, eyes closed, yawning, etc). The staff reserves the right to charge a fee of \$5 to cover the time and effort involved of photographing those who wish to have their picture retaken. Since the photographer will take all the portraits under the same conditions, the yearbook staff can be assured of the highest quality production of all photos providing the best interest of all students. Seniors who choose to be photographed by the official school photographer must choose a photo in which the student is wearing either a black drape or tux and that uses a black background. Other photos provided by the portrait photographer is for the use of the student and his/her family. Students may choose to use another portrait photographer, but they must follow the guidelines outlined in the senior portrait information brochure for their graduating class. Seniors who choose to have another photographer take their senior picture will be charged a \$20 dollar fee to cover additional printing expenses.

## Book Sales Policy

All yearbook sales are final. Any student who doesn't wish to keep his/her book may obtain a refund provided that the book is returned in the same condition that it was distributed. If a student pays to have his/her name stamped on the book, that fee will be refunded if the name is misspelled or if the name has not been stamped on the book. The yearbook staff has the right to edit any personalization if needed. The personalized line needs to be the name of the student, first and last, to prevent confusion in the distribution of yearbooks. Nicknames, initials, slang, symbols and profanity are not acceptable for either the first or second line of personalization.

## Advertising Policy

All advertising accepted by the yearbook staff must follow the same guidelines as the content policy. For senior recognition ads, no nude pictures, profanity, abbreviations or slang are allowed in the individual student ads. Advertising rates are specifically detailed in the sales and contract for business. The editorial staff has the right to reject or edit any advertisement with approval of a business purchaser.

## Obituary Policy

If a student or faculty/staff member should die during the current coverage period, the staff will treat the death in a tasteful, respectful manner. The portrait of the individual will appear as it would under normal circumstances, yet the name and date of birth and death will be set in a 10 percent black screened box if the deadline has not yet been met. This reverent treatment is intended to provide for adequate memory of the individual for those closely connected while not overemphasizing it for other readers. If family or friends wish to purchase advertising space for additional coverage, they may do so, provided that the advertising deadlines are met and advertising policies followed.

## Group/Club Pictures

During the designated day for club and group pictures, should anyone be absent or not show up for club pictures, they will be left out of the picture. The yearbook staff has the right to dismiss any student from a group shot for inappropriate dress or conduct during picture taking. The staff also reserves the right to exclude the group/club photo from the book if one or more students have not adhered to instructions given at the time the picture was taken. Without exception, the staff will exclude a group/club from the book if one or more students pictured are making inappropriate gestures or signs, wearing hats, hugging/leaning on other students or in anyway of violating school policy.