

SOUHEGAN POLICY

JICE

The purpose of our yearbook is to inform and entertain our audience in a broad, fair and accurate manner on all subjects that have affected the school community over the course of one school year. The yearbook tells the story of the school year. The Souhegan community is comprised of the entire student body together with the faculty, staff, and administrators. The community at large includes both the Souhegan school community and local community members. The yearbook serves as a hands-on learning tool for the yearbook staff made up of students and yearbook advisors. They have the responsibility of putting out this information in a clear, meaningful, and non-controversial way.

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 or during the summer before the school year begins. 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. If a student disagrees with the decision of the yearbook staff, the student may appeal to the yearbook staff for review.

Should the yearbook staff have concerns or questions about the impact of their decision to include or exclude a particular photo or content on members of the Souhegan Community or the community at large, they must consult with the Souhegan administration prior to publication. The yearbook staff and Souhegan administration are obligated in turn to bring matters that might reasonably be expected to be controversial within the Souhegan community or the community at large to the attention of the SAU Superintendent in a timely fashion. The SAU Superintendent will notify the Souhegan School Board in a timely fashion prior to publication of the yearbook or prior to distribution if the problem is discovered after the yearbook has gone to print.

The yearbook is a school publication and is subject to all school and school board policies, state and federal laws and regulations. It is the common assumption that there will be nothing published in the yearbook that is libelous, slanderous, obscene, or copyrighted, or that advocates illegal activities or may cause substantial disruption to the school. Clothing, gestures, or props which are deemed inappropriate in school (including but not limited to display of props that are prohibited from school property such as firearms, other weapons, drugs, tobacco or alcohol) are not appropriate for publication 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.

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

should 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 content, clothing, gestures, or props, which include items prohibited from school property such as firearms, other weapons, drugs, tobacco or alcohol. Seniors who miss the deadline for submitting their senior portrait cannot expect to be included in the yearbook. 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 their 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.

Redacting Policy

There may be occasions where errors or inappropriate content are identified after the yearbooks have been printed. When the issue is identified, the yearbook staff should 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 some 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 Souhegan High School.

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 SAU Superintendent. If the SAU 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.

Should the problem be discovered after the yearbooks have been distributed, the Superintendent will be notified of the error and will make reasonable efforts through a designee to notify the individuals with copies of the yearbook. Possible solutions for

rectifying the error include: 1) providing revision stickers for distribution, and/or 2) arranging for refunds to anyone choosing to return their yearbooks.