



Berkmar High School Obituary Policy

Our Heritage Yearbook

405 Pleasant Hill Road

Lilburn, GA 30047

770.806.3700

Kimberly.Stone@gwinnett.k12.ga.us

1. Any current student, staff member, faculty member, or building administrator who dies during the year may be recognized in the school yearbook and news publication with an obituary depending on space availability and publication deadlines.
2. The obituary will be journalistically written and contain only factual information: date of birth, date of death, survivors, organizations, hobbies and interests along with a 1" x 2" mug shot if possible in a 1/8 page space in the student ad section of the yearbook and in the news/obituary section of a news publication. Space and availability in the yearbook is determined by available space and publication deadlines. This ad space will be provided at no cost.
3. Prior to publishing any obituary, written permission from the deceased's family must be obtained.
4. The school yearbook and news publication will treat all deaths in a tasteful and respectful manner.
5. No part of a yearbook or news publication will be dedicated to or in memory of the deceased.
6. Cause of death will be listed at the discretion of the editorial board with permission of the deceased's family, however suicide will not be listed as a cause of death.
7. In addition, all stories/packages dealing with any form of death will contain information about death/grief counseling and/or resources.
8. The death may be covered more extensively if the situation warrants as determined by the staff with the guidance of the adviser and school administration. As with all content in Berkmar student publications, the adviser and school administration will make the final decision about the extent of the coverage of the death.
9. Because all deaths will be treated equally and journalistically in the student ad section of the yearbook in a 1/8 page ad space or in a news publication, additional ad space will neither be provided nor sold. This treatment will provide an adequate testimonial to the individual for those closely associated while not overemphasizing the death for other readers.
10. The family of any current student, staff member, faculty member, or building administrator who dies during the year will receive A. a photo package courtesy of Cady Studios if they took a school portrait and B. a copy of the Our Heritage yearbook. This is based on the availability of unsold books at the time of death. If a book was purchased prior to the death, the cost of the book will be refunded or the family may donate the purchased book to a student in need.

This Obituary Policy is applicable to all Berkmar High journalistic publications in print, digital and online formats.