

SHS YEARBOOK POLICIES

First Amendment Rights

Oregon's New Voices Law (ORS 336.477) protects the free speech rights of student journalists in school-sponsored media, including yearbooks. Under this 2007 law, students have the right to determine the news, opinion, and feature content of the yearbook without administrative censorship. School officials may only restrict content in rare circumstances, such as material that would cause substantial disruption to school operations or content that is defamatory or otherwise unprotected by law. Student journalists are responsible for making editorial decisions while adhering to ethical journalism standards and legal guidelines.

Yearbook Advertising

1. Senior Ads

- a. Creation of senior ads may differ from year to year depending on student editor decisions. As a student-created publication, students decide how this will be done, so make sure you check the Senior Ad portion of the website to see how ads will be created for the current school year.
- b. Photos and messages are subject to review by yearbook staff and adviser. Gestures, clothing, or background images with messages not appropriate for school, or nudity of any gender at any age, are not allowed.
- c. Yearbook staff will not be held liable for spelling or grammatical errors.
- d. Senior ads should honor the student(s) for which they are being purchased. Bullying or "inside jokes" that could harm the student will not be allowed.
- e. The yearbook must be purchased separately from the yearbook ad; the cost of the ad does not include the book. Proceeds from senior ads help pay for publication costs.

2. Business Ads

- a. SHS cannot accept ads from a purveyor of controlled substances including tobacco, alcohol or recreational drugs. However, alcohol companies who also have a space where minors are allowed may purchase ads. (Example: A brewery that also has a restaurant where minors are allowed and this is the venue seeking to purchase the ad.)
- b. Every effort will be made on part of the yearbook staff to make sure spelling, grammar and punctuation are correct, but some errors may occur. The staff will not be held liable for such errors since proofs are sent to and approved by the purchaser before placement in the yearbook.

Coverage

The goal of the yearbook staff is to record the events of the school year in a non-biased manner. While our goal is to include every student at least 2-3 times in the yearbook, this is not always possible. We encourage students, parents, teachers, and community members to submit their own photos to the yearbook by sending them to the yearbook advisor if they would like to draw attention to a specific student or event. The yearbook staff, editors, and adviser will make the final decision concerning what is covered in the yearbook and what is not based on printing deadlines and available space.

Mistakes, Errors and Omissions

In the attempt to cover as many school events as possible, every effort will be made on part of the yearbook staff to make sure facts, spelling, grammar and punctuation are correct, but some errors may still occur. The publication is produced entirely by students under the supervision of an adult adviser in a classroom learning environment. Pictures, interviews, quotes, and statistical data were gathered and reported according to NSPA journalism standards. While we strive to cover as many school-related events as possible, lack of cooperation from students or adult sponsors may result in the omission of some student activities. Coaches and advisors

are reminded to submit team photos and information about their organization's accomplishments, but the yearbook staff cannot be held responsible for an omission if coaches and advisors do not reply to our requests or are late in doing so. Sections of the yearbook are subject to deadlines established in cooperation with the printer.

If the page in question has already been submitted, changes cannot be made.

In the rare event an extreme error has been made, the yearbook adviser will work with an administrator and the yearbook representative to correct the error.

Name Changes

If a student has a nickname, a new name, or pronouns not identified in the student database and they would like that name/ pronouns to be used in the yearbook, they are responsible for contacting the advisor and/or filling out the name change/ pronoun form located on our website. The yearbook staff will not be held responsible for a student not reporting preferred names/ pronouns. Changes cannot be made once pages have been submitted.

Opting Out

Students who do not wish to be included in the yearbook must check the box "Do not Include" when registering for school. This registration tool makes it clear that students who opt out will not be included in the yearbook. Every effort will be made on the part of the yearbook staff to remove the student's portrait and refrain from interviewing them for features in the book, but it may not always be possible for us to remove the student from large group shots or from being in the background of a photo. If this happens, we will attempt to crop out the student or refrain from tagging them in the photo. Parents or students who mistakenly check this box may contact the counseling office secretary to be removed from the list. We are not able to retroactively add the student once pages have been submitted.

Portraits

Freshman, Sophomore, and Junior portraits will be provided by the portrait studio contracted by the school district. These photos are required for school ID's, so all students should be included. The contracted portrait studio provides the images to the yearbook adviser after retakes, so the most recent photo will be the one used. If a student was not present for the portrait sessions and wishes their portrait to appear in the book, the student may make arrangements with the adviser to have their photo taken in a controlled lighting environment on campus for no charge. All photos used for the yearbook retain the copyright of the original photographer and these photos cannot be shared with people or entities outside of the school or school district.

Seniors are invited but not required to submit personalized professional portraits for the senior section of the book. Seniors who would like to submit a personalized portrait but cannot afford it can contact the adviser for a list of photographers who can work with them.

Senior Photo Requirements:

1. Photos must be vertically oriented HEAD SHOTS from the chest up with the full head in view. Full body or 3/4 shots will be cropped to fit specifications and could result in a low-quality image.
2. Full color (No black and white or sepia tones)
3. In focus and only lightly edited
4. Vertical orientation, not square and not horizontal. Please do not submit tilted photos.
5. Face should be well lit and fully visible. Eyes should be looking at the camera. Avoid dark shadows or dappled shadows across the face. Hats, hoodies and anything else that obscures the student's recognizable features will not be accepted. Clothing should reflect what is appropriate at school for all genders.

6. Photos should only contain the senior (no friends, pets, props, etc.)
7. No selfies
8. Your photographer should make sure they are shooting high resolution photos. Images should be submitted as JPEG or PNG files at 300 ppi resolution. The image will be printed at approximately 160 x 210 pixels, but this could change based on the template used. It is wise to leave room to crop.
9. The name of your file should be your last name_ first name_ 2025.jpg. (Example: Smith_Joaquin_2025.jpg)
10. The photo should be uploaded to the link provided on the Student Publications website.

All requirements for the photo must be met. If they are not, the student's school ID photo will be used. The actual use of your submitted photo is at the discretion of the yearbook adviser and staff. Individuality is a-okay, but offensive or low-quality photos will not be used.

Pre-Sales / Purchases

All yearbook purchases must be made through Touchbase, the district's online payment portal.

In an attempt to order only as many books as will be needed, we offer pre-purchase windows for students to reserve their yearbook. Once the pre-purchase window is closed, students interested in purchasing a book may wait until the books arrive to see if any surplus are available. We will order a small number of surplus books, but we do not guarantee books for those who do not pre-purchase. If surplus are available, students can purchase books on a first come/ first serve basis from the school's bookkeeper. When books arrive, students should present their receipt at the distribution event to receive their book. Students who would like a yearbook but cannot afford to purchase one should contact the school's FAN office. The FAN advocate works with the yearbook adviser to distribute donated yearbooks.

Pickup Policies

The yearbook program does not have adequate space to store unclaimed books. All purchased books must be picked up by the date designated (usually on or around the first of October of the following school year) or the purchaser forfeits their book. If any books are left after the designated pickup date and the purchaser can show receipt of purchase, they can still claim their book. If all books are gone, however, they may request a refund. Refunds will be granted only if approved by the bookkeeper and/or yearbook advisor.

Requests for Returns

Defective yearbooks will be replaced upon return of the defective book. Books that are damaged or lost after the student has picked it up cannot be replaced.

If a purchaser requests a refund for their book, they should contact the adviser and explain the reason for the request. The book must be returned in the condition it was received, and once it has been returned the adviser will request a refund be issued through the business office.

Shipping Yearbooks

The school will not cover the cost of shipping a yearbook to a student who moves before the printed books have arrived. If a student would like to provide a pre-purchased shipping label, the adviser will accommodate the shipping process if/when they are able.

Student, Staff, or Associated Adult Death

If a student or staff member dies during the school year, and if requested by immediate family, the deceased can be recognized in the ad section of the yearbook book *the year the death occurred*. If page deadlines and/or space allows, and if photos and content have been provided by friends and/or family of the deceased,

the yearbook staff is able to create a complimentary memorial ad in the senior ad/ business ad section of the yearbook.

The memorial will include its own module entitled "In Memoriam " with the name of the deceased, a picture, and the year they were born and the year in which they die. If space allows, families are invited to include factual information about the deceased (date of birth, date of death, survivors, organizations, hobbies and interests) or their official obituary as space allows. The size of the module will be $\frac{1}{4}$ or $\frac{1}{2}$ page, depending on available space.

If a student dies after the ad section proofs have been sent to the publishing company, or if the information needed for the memorial is not provided by the page's due date, we will attempt to place the In Memoriam in the spring supplement, if applicable. If all pages have been submitted to the publisher at the time of death, we will not be able to publish a memorial.

A book or any portion of it will not be dedicated to or in memory of the deceased, and we will not re-publish an In Memoriam for the student during their graduating year.

If the death is mentioned as part of yearbook content, the staff will endeavor to cover it in a tasteful, equitable, and nonjudgmental way that is sensitive to the needs of the family of the student or staff member who has died.