

Rutland Windsor Supervisory Union Ludlow Elementary School District Mount Holly Elementary School District Plymouth School District Union #39 School District	YEARBOOK	POLICY: F17
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Policy

It is the policy of the Rutland Windsor Supervisory Union, Ludlow Elementary School District, Mount Holly School District, Plymouth School District and Union #39 School District (hereinafter “District”), to support the publication of a school yearbook that reflects the values of the school and the community.

I. Procedure

A. Status: The school yearbook is a publication sponsored by the school. Schools provide the advisor, instructional time and materials necessary for publication of the yearbook. Costs for printing the book shall be covered by yearbook sales, sales of advertising space, donations & fundraisers. As a school-sponsored publication, the yearbook is not a public forum. The District accordingly reserves the right to regulate content of said yearbook where it is deemed necessary to fulfill a reasonable educational purpose. *See, e.g., Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988).

B. Supervision: The yearbook shall be prepared under the supervision of an advisor designated by the Principal. The yearbook advisor shall be responsible for pre-publication review of the yearbook. In addition, the Principal of the school or designee shall review and approve the yearbook before publication.

C. Yearbook Contents: The following, while providing a guideline for the yearbook content, is not an exclusive statement of the District’s ability to regulate the content of the yearbook. The District reserves the right to impose additional restrictions where necessary to fulfill a reasonable educational purpose.

1. Portraits: No hand gestures or pictures with public displays of affection toward non-family members shall be allowed in photographs. Clothing shall be modest and free of slogans and/or political expressions that are vulgar or offensive and such clothing shall be in conformance with the school’s dress code. References to items that violate school rules including, but not limited to, display of firearms, weapons, drugs, tobacco, alcohol, or gambling shall be prohibited. All text must be free of cryptic messages, personal attacks of any kind, sexual references or connotations, vulgar or obscene language.

a. Senior Portraits: Seniors may, if they choose, submit senior portraits taken by a privately retained photographer. The yearbook staff reserves the right to edit, retouch, crop, or resize photographs submitted by privately retained photographers. Requests to be excluded from the senior section of the yearbook must be submitted to the principal in writing, signed by the parent or guardian of the student in question, by the senior portrait deadline. Senior portraits submitted for the yearbook become the property of the School for exclusive use in the Senior Portrait section of the yearbook. Students will receive a “senior page” contract to be signed by a parent and submitted with their page to the editor. The contract will verify parent review and approval of the page submitted.

b. Underclass and Elementary Portraits: Underclass and Elementary portraits will be taken by the school’s official photographer. A reasonable effort, including make-up sessions, will be made by the yearbook staff to include every student in the underclass section. Requests to be excluded from the yearbook must be submitted to the principal or designee in writing, signed by the parent or guardian of the student in question, by December 1st. The policy regarding content of senior portraits will also apply to underclass portraits.

2. Advertisements: The School District recognizes that advertisements do not necessarily reflect the views and values of the school community. However, advertisements must be free of political expression. Advertisements must also be free of personal attacks; lewd, vulgar, or obscene language or materials; defamatory remarks; or attacks upon race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression. In addition, the yearbook staff reserves the right to edit, crop, resize or reject all advertisements that are submitted.

3. Other Materials: All other materials published in the yearbook will be subject to the prior review and approval of the yearbook staff. These materials must be free of personal attacks; lewd, vulgar, or obscene language or materials; defamatory remarks; or attacks upon race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression. Other yearbook materials shall neither advocate the use of nor advertise the availability of tobacco, alcohol, drugs, or gambling. Other materials also shall not advocate other activities that are illegal or that violate school rules. In addition, the yearbook staff reserves the right to edit or otherwise modify any materials used in these sections.

D. Appeal Process: In the event a disagreement should arise between students and the advisor about the appropriateness of a yearbook submission, the student may appeal to the Principal or designee within five (5) working days of being informed that the student submission is rejected. Said appeal shall be in writing. The Principal or designee shall issue a written decision within five (5) working days. Should the student disagree with the judgment of the Principal or designee, he or she may appeal, in writing, to the Superintendent within five (5) working days of receiving the Principal’s decision. If the matter is still unresolved, the matter may be appealed, in writing, to the School Board within five (5) working days of the Superintendent’s decision. The matter will be placed on the agenda for the next School Board meeting for which it can be legally posted.

Legal Reference(s):

Cross Reference(s):

District:	Reviewed only	Date Warned	Date Adopted	Replaces Policy
Rutland Windsor Supervisory Union		September 7, 2008	October 2, 2008	n/a
Ludlow Elementary School District		September 6, 2008	September 17, 2008	n/a
Mount Holly Elementary School District		September 4, 2008	September 15, 2008	n/a
Plymouth School District		September 25, 2008	October 7, 2008	n/a
Union #39 School District		September 6, 2008	September 17, 2008	n/a