

Yearbook Editorial Guidelines

February 25, 2013

Introduction

In the North Vancouver School District, we believe yearbooks should serve as positive, historical records that celebrate students and the school community as a whole. To achieve this, yearbook content should be inclusive and recognize the diversity and breadth of a school's culture and activities. Yearbooks are also a teaching and learning experience that support student creative expression. Yearbooks must be produced to high standards of collaboration, quality, appropriateness and attention to detail in order to ensure they realize their full potential as mementoes of the people and highlights that shaped the school year.

These guidelines, drafted by a representative committee of yearbook advisors, align with, and are supported by, *NVSD Policy #302 Student Conduct* to encourage respect of self, others and the school.

The guidelines

1. **Content.** All yearbook content, both text and graphics, must reflect positively on students and the school community.
 - a. Derogatory, overly-revealing, degrading, obscene or offensive gestures or symbols, and any other questionable content—text or images--will not be accepted for publication in the yearbook.
2. **Image releases.** For their official portrait to appear in the yearbook, a student must ensure that their image release form is on file with the school in time to meet the deadline established by the yearbook advisor. If a student does not have this form on file, or consent is declined for the release of their image, the yearbook advisor will remove their name and photograph from the school portraits section of the book. Further, where consent is not given, yearbook advisors will strive to avoid publishing other images of the student in the book.
3. **Submissions.** Grade 12 students may submit a write-up for themselves only. Write-ups must adhere to the guidelines provided by the yearbook committee/advisor. If no write-up is received, yearbook staff will communicate with the student, in advance of publication, regarding the replacement text (if any) that will appear instead.



4. **Other languages.** Content submitted for publication in languages other than English must be verified through translation by an advisor-approved third-party before it can be accepted for publication. Any costs for translation should be agreed upon in advance and borne by the student.
5. **Right of refusal.** The yearbook advisor reserves the right to omit questionable terminology, unclear language, abbreviations, acronyms or code words or symbols from the final publication.
6. **Length.** The yearbook advisor reserves the right to edit submissions that exceed space available for length without further consultation with the author.
7. **Final approval.** The yearbook advisor is the managing editor of the publication and is responsible for ensuring that all content reflects the guidelines for appropriateness. The school principal, or principal's designate, will provide a final review of the yearbook and direction on how to address any concerns prior to publication.
8. **Security and integrity.** It is the responsibility of the yearbook advisor to ensure appropriate measures are taken to protect the security and integrity of submissions and files.
9. **Copyright and sources.** All yearbook contributors must respect and act in compliance with applicable copyright laws. Students, including members of the yearbook committee, should not obtain images or other copyrighted material, from online, or other, sources without receiving the requisite permission for the use of those images.
10. **Verification.** A system to confirm the spelling of personal names, and an opportunity for students and parents to verify the name and associated photograph will be established and supervised by the yearbook advisor.
11. **Communication.** All schools will publish these guidelines:
 - I. in annual student agendas and
 - II. on the school's website.



12. **Disclaimer.** The following disclaimer is required to be printed in every yearbook:

Every effort has been made to follow the NVSD Yearbook Editorial Guidelines with this student-produced publication. We apologize for any mistakes or inaccuracies that were made during the educational process of developing this book. Any omissions or errors are purely accidental and in no way intentional on the part of yearbook students, the yearbook advisor, or the printer. Thank you for your understanding.