

Barrington High School Yearbook Policy

The Barrington High School administration supports an active, diverse student population who promotes the best interests of students, parents, and the community through the publication of a yearbook. The administration supports student participation in the publication of a yearbook that reflects the positive learning experiences and growth of the student population while enriching the school curriculum through extracurricular involvement. The administration strives to support a public document that reflects the best representation of the school's mission and practices. The administration endorses the following procedures and policies to ensure that the school and district curricular philosophy and policies are exhibited in the completed publication.

Photography and Artwork

All photos will become a public record upon publication and should be treated with appropriate precautions. Submitted photos will remain copyrights of the original photographer and are licensed freely when submitted for publication.

All photos and artwork must conform to school policies and standards and are subject to approval by, but not limited to, the yearbook staff, the yearbook advisor, and the school administration. Individuals portrayed in the photos must give consent for the photos in order to be included. Photos may be edited or excluded which represent any of the following:

- violating school policies or best interests,
- display of firearms, weapons, drugs, tobacco, alcohol or gambling,
- inappropriate gestures or postures,
- revealing or obscene clothing.

The yearbook staff, as directed by the yearbook advisor or administration, reserves the right to edit, retouch, crop, or resize any photos submitted without permission, notification, or approval. Photographs violating school policies may be subject to investigation for disciplinary purposes.

Senior Portraits

Students will be responsible for providing digital or print copies of their senior portrait by the appointed deadline in the Fall of their graduating year. Students who fail to submit materials before the deadline will be excluded from the yearbook. Students who have been previously published in the senior portrait section will not be included in subsequent publications of the yearbook.

Senior portrait photos must be from a professional source and may not include text or advertisements. Portrait photos should be formatted with an appropriate background and focus on the individual only. Portraits must be formal head shot photos, without hats or head wear, that are presented in a tasteful and appropriate manner. Appropriate portrait photos are defined as presentable representations of the individual without the inclusion of other individuals or animals, costumes or athletic gear, or extracurricular items or representations.

Underclassmen Portraits

Students will be photographed by the school photographer for the underclassmen section. In concurrence with the school policy, portrait photos will be retained for the yearbook publication and administrative purposes. Students will be provided with an opportunity to purchase portraits from the school photographer. Students will receive a student ID in a timely manner to be used for administrative data collection, entrance into special events, office, library, and cafeteria account management, and photo identification for testing and public documentation.

Candid Photography

All photography must be submitted to the yearbook staff only and does not guarantee inclusion in the yearbook. Submitted photos should be copies of original work. Neither the yearbook staff nor the school will insure lost, damaged, or altered photos provided for the yearbook. All photos must meet the previously mentioned criteria and meet copyright standards for public display.

Artwork

Artwork must be original pieces created by the student body and are subject to the same policies as photography. The artwork may be edited or excluded at the discretion of the yearbook advisor and the administration. Artwork used for the cover design of the yearbook will be selected from the art department curriculum. Members of the faculty, the yearbook advisor, and the administration will make a preliminary approval of artwork that will be included in the yearbook. Based on these selections, the senior class will be given an opportunity to vote for the yearbook cover. All artwork must conform to the school policies.

Text Submissions

All written text must be reviewed by the yearbook staff. All text must be authorized by the yearbook advisor and the school administration and may be edited or excluded.

Senior Statements

The senior statement may be used as a remembrance of school activities, significant individuals in the senior's life, and memories related to participation in school-sanctioned extracurricular activities rather than non-academic personal expression related to beliefs, interests, or actions outside of school. Inclusion of extracurricular activities or convictions not sanctioned by the school, hobbies, or other leisure activities must be approved by the school administration and may be edited or excluded at their discretion. All senior statements must be approved by the yearbook advisor and the school administration and may be edited or excluded without permission. Statements which do not conform to any of the following may be edited or excluded:

- violating school policies or best interests,
- representations of criminal or unethical acts,
- veiled or direct references to firearms, weapons, drugs, tobacco, alcohol or gambling,
- inappropriate language or references,
- text speak, SMS language, or veiled acronyms,
- inflammatory or callous remarks towards individuals or organizations,
- inappropriate statements about cultural, ethnic or religious groups, race, or sexual preferences.

Statements violating school policies may be subject to investigation for disciplinary purposes.

Budget

Yearbook finances will work with a not-for-profit budget. Funds collected will be used to complete publication costs and to purchase tools for completing the design of the yearbook. Purchases, payments, fees, and income will be maintained through an Allied Fund account. All expenses must be approved by the yearbook advisor, the financial coordinator, and the principal before authorization.

An expense budget prepared in cooperation with the yearbook publisher and the school administration must be approved before authorizing any payments. Additional offers, printing costs, or features not included in the base bid price must be approved by the administration pending sufficient funds.

The price for yearbooks and advertisements will be evaluated and approved by the yearbook advisor and the administration. Prices will be assessed based on the projected budget, perceived sales, and operational costs for printing the publication.