

editorial policy

Freedom of expression and freedom of the press are fundamental values in a democratic society. As determined by the courts, student exercise of freedom of expression and freedom of the press is protected by both state and federal law, especially by the First Amendment of the United States Constitution.

Accordingly, as stated in its student publications policy, the WaNee School Board supports the *Logue* as a means by which students learn, under adult direction, the rights and responsibilities of public expression in a free society.

The policy of the *Logue*, NorthWood High School's official yearbook, is to operate as a limited public forum for student expression, striving to represent the viewpoints of all students. Content should reflect all areas of student interest, and hence may include topics about which there may be dissent or controversy.

It is the policy of the *Logue* that student journalists shall have the right to determine the content of this official student publication. While the adviser will act as a resource for decision making, the editor-in-chief and editorial board will make all final determinations in content and coverage of the publication.

Disclaimer: Opinions expressed in the publication are not necessarily those of the school or corporation administrators, the faculty/staff, the adviser, or the individual yearbook staff members themselves.

purposes of the publication

As a product of the Student Publications course at NorthWood High School, the preliminary purpose of the *Logue* is to serve as a means for students to generate an authentic product while practicing the fundamental skills of journalism: reporting and writing, layout and design, desktop publishing, sales and budget management, photography, and public relations.

The yearbook itself serves the following purposes:

- to inform and entertain its audiences
- to capture the story of NorthWood High School, its students, its staff, and its community over the course of the year from the perspective of its students
- to preserve a history of the school, its programs, and its population
- to serve as a public relations tool for the school
- to communicate to those who are actively interested in the school—the teachers, the parents, the administration, the alumni, and other members of the school community
- to provide a vehicle for the expression of free speech while maintaining ethical responsibility
- to serve as an example of exemplary scholastic journalism to the scholastic journalism community

responsibilities of student journalists

Students who work on the *Logue*, the official school-sponsored yearbook, determine the content of the publication and are responsible for that content. These students should:

- determine content of the yearbook.
- strive to produce media based upon professional standards of accuracy, objectivity, and fairness.
- review material to improve sentence structure, grammar, spelling, and punctuation.
- check and verify all facts and verify the accuracy of all quotations.
- in the case of opinions expressed concerning controversial issues, determine the need for rebuttal comments and opinions and provide space, therefore, if appropriate.

prohibited material

Students who work on the *Logue* agree not to publish the following unprotected material.

- material that is “obscene as to minors” as defined by the statute and case law
- material that is libelous or grossly prejudicial
- material that will cause “a material and substantial disruption of school activities”
- material that promotes or glorifies activities that are illegal for minors

reporting and writing

Staff members will strive to write well-balanced copy that collectively creates a picture of the school year. Such copy will reflect an awareness of the primary audience of the publication: the students of NorthWood High School, as well as of the other audiences of the publication: the faculty, staff, and administration, the parents, the WaNee community, and the scholastic journalism community.

- Reporters will identify themselves as members of the Logue staff prior to gathering any information which will be used for the publication.
- Reporting will be conducted in a professional manner with care being taken to accurately record information.
- The use of personal web spaces such as MySpace, Xanga, and Facebook may be used with caution. Staff members will verify information prior to publication.
- In reporting on controversial issues, the staff members will consult with the editorial board and the adviser to discuss complete and fair coverage. The principal will be invited to give comment as well. Students will consider the greater good in such situations prior to writing such stories. The editor-in-chief reserves the final right to make content decisions for the publication.

bylines and photo credits

Students who complete stories and take photos will be credited for such work on each spread of the book. Such recognition in the story or headline treatments and for the photos will be handled consistently within each section of the publication as determined by the design editor and the editor-in-chief. Due to space limitations, “mug” shots may be excepted from this policy as priority will be given to identifying the individuals photographed.

responding to errors

While the *Logue* staff will strive to achieve a book free of errors, we realize that as a student publication, there will be occasional errors. If such errors relate to content which affects any individual or organizations, the *Logue* staff will issue a written apology to such individuals and/or organizations.

obituaries

In the unfortunate event of the death of a student or staff member from the school, the *Logue* staff will cover the death in the following manner.

- If the death occurs at a time which so allows, the obituary will be placed on an appropriated page in the album section of the book. If those pages have been completed and proofed, the obituary may be placed in the index.
- The obituary will be limited to a discreet size equivalent to one of the small modules in the album section.
- The content of the obituary will discuss the activities and contributions of the individual as they relate to the school and/or community. The cause of death will be listed at the discretion of the individual's family.
- The family will be given the opportunity to provide the staff with a favorite photo of the individual to include with the obituary. This photo must adhere to the other policies in this manual.
- If the death of the individual or the school and community response to his/her death is newsworthy, additional coverage may be included in the publication.

portraits

In order to provide uniformity of color, background, and head size in the album section of the book, the *Logue* will only print portraits submitted to the staff by the official underclass and senior photographers of the school.

- All portraits will be head and shoulder color portraits.
- Students will be informed of portrait dates via announcements and fliers. It is the student's responsibility to seek such information if he/she is not in the building when announcements are read or if he or she is in an area of the building where announcements are not easily seen or heard.
- Students who were not photographed by the official school photographer will be listed as not pictured at the end of the appropriate section of the book.

advertising

In order to assist with the funding of the yearbook and workshop expenses for the staff members, the *Logue* staff will sell both business ads and public display of affection (PDA) ads for placement in the advertising or community section of the book.

- Advertising space in the book is limited and will be allotted on a first to purchase basis. We cannot guarantee space for all interested parties.
- The same content guidelines which apply to the balance of the book apply to the advertising section.
- The *Logue* staff reserves the right to refuse advertising space for failure to pay past or present accounts.
- The *Logue* will not sell advertising for products or services which are illegal for minors.
- While the content of the PDA ads is provided by the family, the *Logue* staff will not print nude baby photos or any other material listed as prohibited for publication. Sizes of ads will range from 2/9 of a page through one full page.

fundraising

In order to assist students with the funding of convention and workshop expenses, the staff reserves the right to engage in other fundraising efforts. Examples of such past fundraisers approved by the principal and the school board are listed below.

- Nelson's chicken fundraiser: held each spring in the L.J. Wagner parking lot, this fundraiser offers the community Nelson's chicken and ribs. Pre-sale tickets and on-site sales are accepted.
- Hacienda Gives Back fundraiser: held in the winter, the staff pre-sells Hacienda gift cards and promotes a Hacienda Gives Back evening at which all purchases made with pre-printed tokens generate a 20% kick-back to the yearbook staff.
- Sport and Activity photo CD sales: promoted periodically throughout the year, the staff sells photo CDs of any activities photographed by *Logue* staffers.

book sales

The NorthWood *Logue* will be sold to any interested party, though the primary target audience will be NorthWood students. Books will be available for pre-sale through the school; however, the adviser reserves the right to have follow-up sales be handled through the publishing company representatives. Sale dates will be promoted at various periods throughout the year. While the final presale date of the book may vary based on agreements with the publishing company, in general no books will be pre-sold after May 1st. The staff will not order extra books; however, any over-runs sent by the publishing company will be sold on a first-to-pay basis. If the *Logue* staff has no record of purchase, it is the purchaser's responsibility to produce such proof or no book will be granted to the individual. Satisfaction is guaranteed; however, refunds will be granted only for books which are free of any writing or other markings or which were received damaged.

book distribution

It is the student's responsibility to pick up his or her yearbook at the school. Barring late arrival from the printer, yearbooks will be distributed on the day of the first home football game in September. Initial distribution will take place in the north surge at the end of the school day. Weather permitting, follow-up distribution will take place during the first half of the football game.

- The *Logue* staff will require a signature for all books received at distribution. This signature indicates that the book has been received free of damage.
- Students are expected to pick up their own books. Any student who wishes to have another person pick up his/her book must give written consent for him/her to do so.
- Parents and/or siblings may pick up books without written consent.
- Students who have graduated or who no longer attend NorthWood must give written permission to another party to pick up their books. Due to the expense of shipping, the school will not mail these books except under unique circumstances.

adopt-a-student books

In an effort to provide as many students as possible the opportunity to have a yearbook, the *Logue* staff will sell adopt-a-student books to area businesses, organizations and individuals. Any member of the community may nominate a student to receive one of these books. Final decisions on book recipients will be made by a committee comprised of the yearbook adviser, a guidance counselor, and at least two representatives from the editorial board. Recipients will be notified via letters of congratulations.

complimentary book list

The *Logue* staff will provide complimentary yearbooks on an annual basis to the following parties:

- the NorthWood High School vault
- the yearbook staff room archives
- the principal
- the assistant principal
- the superintendent
- the assistant superintendent
- all three-trimester yearbook staff members
- the adviser
- the Nappanee and Wakarusa Police Departments

staff selection

All students grades 10-12 are eligible to apply for a position on the *Logue* staff. Interested students must follow the application process below. Due to limitations in space and available technology, the class size will be limited to a range of 16-20 students.

- Interested students must attend an informational meeting which outlines the responsibilities of being on the staff.
- Students must complete a written application which includes a letter of application.
- Prospective staffers will be interviewed by the adviser and representatives of the staff.
- Faculty and staff members of the school will evaluate all prospective staffers.
- The adviser, with input from staff representatives, will reserve the right to make final staff selections.
- All members of the staff must enroll in the student publications class for three trimesters. Inability to do so will result in inability to be on the staff.

editorial policy sources

“JEA Board Adopted Policy.” JEA Press Rights Commission. www.jea.org/resources/pressrights/main.html (5 July 2006)

“JEA Model Editorial Policy.” JEA Press Rights Commission. www.jea.org/resources/pressrights/main.html (3 July 2006).

Scholastic Yearbook Fundamentals, Columbia Scholastic Press Association: 1999.

Taking Issues: A Student Guide to Publications Law. Jostens.

WaNee Community School Corporations Bylaws and Policies. www.neola.com/wanee-in/ (23 June 2006).