

STATEMENT OF POLICY

Haverlinguist Yearbook Staff
School Year

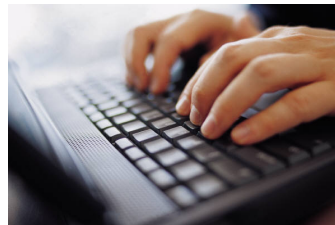
GUIDELINES FOR PRODUCTION

The purpose of the Haverlinguist yearbook is to officially record a school year. In words and photographs the yearbook identifies members of the school community, details their activities and accomplishments, and shows how the year is different from all others for them. As a public relations instrument, it emphasizes the positive aspects of the school and the year. As a student publication, it tells the story of the year from a student perspective and covers students' lives in and out of school.

The following are guidelines for the production of the *Haverlinguist* yearbook:

1. No obscene or suggestive material in copy, captions or photographs that may breach the good taste of the community will be tolerated.
2. No coverage of alcohol, drugs, abortion, vandalism, or teenage pregnancy will be permitted.

3. No article will appear which may cause deliberate emotional distress to an individual.
4. No material which seeks to establish the supremacy of a particular religious denomination, sect or point of view over any other will be permitted.
5. The goal of comprehensive coverage will be based upon a formula of at least two photographs, or 1 photograph and 1 quote from each student.
6. Material considered prejudicial to any ethnic nationality, religion or racial group, or to either gender will not be permitted.
7. No material will be included that undermines the school's basic educational mission.
8. Any student who knowingly violates any of the aforementioned guidelines will be responsible for all costs including all shipping and transportation costs incurred to Haverling High School to rectify the situation.



9. Deaths will be dignified with a birthdate and deathdate printed below/ beside their names. Their family will be contacted with regards to a memorial page. If no memorial page is created, a gray screen will be placed behind the name & dates of the deceased.

10. Seniors will be required to go to a designated photographer of the school's choosing for their senior portraits, or personally submit photograph(s) of equal quality, with approval determined by the yearbook adviser.

Purpose of the Haverlinguist

1. Memory Book
2. Reference Book
3. History Book
4. Public Relations Tool
5. Educational Training Device

Mission Statement

- The yearbook is a journalistic, educational enterprise which will cover the academic, sports, student life, organizations and people of Haverling Junior and Senior High School in Bath, New York.

Yearbook Staff Contract

Haverlinguist Yearbook Staff
School Year _____

What is Commitment?

• You can tell when someone is committed to something; it's in the mindset. The committed person asks, "What can I do to help? How can I do my best?"

The person who asks, "What is the minimum I can do and still be part of this? What can I get by with?" is only trying to appear to be committed.

The difference shows up in the attitude and final product; it is readily observable.

Yearbook requires a commitment!

If you miss your deadline or an assigned task you let your fellow staff members down, ship dates are rescheduled, and late charges incur.

If you're not ready to make a commitment, perhaps yearbook is not right for you.

Welcome to Yearbook!

You must be **PASSIONATE** about yearbook to choose it as an elective class. Yearbook is, indeed, an exciting and fun course, and I look forward to working with you throughout the upcoming year.

However, yearbook is also very challenging and requires a lot of **TIME** and **COMMITMENT**: *after schoolwork is a requirement* to meet deadlines. In this class, you will learn about advanced page layout and design, publishing, journalism, advanced photography, and business skills. Being a member of the staff is a huge **RESPONSIBILITY**, but by the end of the year, you will have produced a book that is valued by the students, faculty, and the whole community. You will get an incredible sense of accomplishment; **YOU WILL BE PROUD OF YOURSELF!**

In order to avoid unnecessary conflicts concerning expectations and responsibilities please read the contract below before signing.

1. I understand that as a member of the staff I will be responsible for working in class, after school, on weekends, and during school vacations to meet deadline obligations. This includes attending extracurricular events to take photos and conduct interviews/gather data.
2. I understand that I will be responsible for designing and creating page layouts, taking photographs, interviewing people, and assisting with general tasks associated with the daily operation of the yearbook.
3. I realize working on the yearbook requires a professional attitude. I will strive toward fairness, accuracy and good judgement in covering the school year.
4. I understand the yearbook requires teamwork and I will work hard at performing my role as a team member.
5. I have read, understand and will abide by the *Haverling Junior & Senior High School Yearbook Statement of Policy*.

Student Signature

Date

Parent/Guardian Signature

Date