

Re-Wa-Ne Policies and Procedures

General policies

- Since the yearbook of Reno High School is conceived and created by students enrolled Advanced Publications – Yearbook and/or Yearbook Editing, particular guidelines must be followed to ensure legal and ethical aspects of the publication business.
- Re-Wa-Ne yearbook will serve as an informational record, memory, and historical reference for the students and faculty as well as the school's community at large. The yearbook and newspaper will cover academics, sports, student activities, and student accomplishments with fairness and accuracy. No material that is libelous, irresponsible, false, advocates an illegal activity, or in poor taste (as determined by the Editorial Board and/or adviser) will be printed. The publication will avoid such topics that encourage students to take action which is incompatible with the school's obligation to maintain order and discipline, or which may endanger the health and safety of members of the school and community. This includes publications' support of the WCSD's stance on messages regarding sexual activity and/or drug / alcohol / tobacco use.
- A person's name or photograph may not be used in an advertisement or in a fiction story or fictionalized account of a past event without his/her consent. Obscene language and pictorial content will not be published. The publication will not print unofficial charges affecting reputation or moral character without giving the accused an opportunity to be heard. The yearbook and newspaper will nurture independence, maturity, and responsibility.
- If a major error occurs, corrections will be straightforward, and issued as promptly as possible. If an individual or group has been damaged, an apology will be made as soon as possible. Replacement photo stickers, and even replacement pages may be printed at the expense of the yearbook to correct errors that are the fault of the staff and its editors. Staff members may be asked to participate in fundraisers to pay for these error corrections. The adviser will determine which corrections and/or reparations will made.
- The school is the publisher, but the opinions expressed may or may not be the opinions of the adviser or the administrators. The yearbook will adhere to the standards of responsible journalism. Students are encouraged to exercise their First Amendment rights and create the book using the responsibility that accompanies those rights.
- The yearbook, Re-Wa-Ne, will contain individual photos of the student body, faculty, and staff. The book will also contain a record of student life, clubs, sports, and academics in some capacity according to the decisions of the editorial board. The book will cover the school year beginning in August and ending in March. At the editorial board's discretion, the book may contain coverage of events from the previous spring or summer. The staff may (depending on funds) cover spring activities in a supplement, which would be distributed to the purchasers of the yearbook at a later date.
- The design of each section will be left to the Editorial Board, with certain stylistic restrictions determined by the adviser at the beginning of the production year.
- Organizations and clubs are encouraged to submit information to the staff regarding team photos, awards, and scores throughout the year.
- Group pictures of every school organization will be taken during the school year. Sponsors will be responsible for verifying membership at the time of the photo (refer to Individual/Group Portrait Policy). The names of the individuals will be taken at that time. The yearbook is not responsible for groups that do not cooperate with the system.

Sponsorship pages or partial pages are available to organizations for a set fee (refer to Advertising Policy).

- In return for cooperation, the yearbook and newspaper staffs will share extra photos with organizations after the book has been published.
- The yearbook staff will make the final selection of photos, making every effort to be fair. The photos should reflect the happenings of the year; however, we do not want photos of people looking down or gesturing inappropriately, large groups, award presentations, sides or backs of heads, etc. The editorial board will strive to use pictures of people doing interesting things.

Obituary Policy:

- Should a Reno High School student or faculty member pass away during the spring or summer previous to the current school year or during the current school year before the final index deadline (April of previous year to March of current year), Re-Wa-Ne will make every effort to include an obituary in the reference section.
- The size of the memorial will be equal to that of a ¼ space in the advertising section of the book. The editorial board will select a member to contact the family and help write the obituary, which will include the birth and death date of the individual as well as any other pertinent information. The obituary will not mention cause of death as a matter of course.
- A single photo will be included at the discretion of surviving family members (this may be a school photo or any candid the family and editorial board agree is appropriate for this space).
- If the family chooses not to provide additional information for the obituary, a simple caption under the photo will read, "Friends, family members, faculty and staff mourned the loss of (grade/faculty identification, person's name)."
- The yearbook staff will provide any ordered copies of the yearbook to the deceased's family through the principal's office as soon as they are delivered. Family members will have the option to purchase additional copies of the book for themselves at the discounted rate offered in the beginning of each school year if copies are available.
- Students who had attended RHS previously, but who were not attending when the event occurred, may (at the discretion of the principal) receive a memorial.
- Faculty members who retired before the event occurred may (at the discretion of the principal) receive a memorial.
- Additional space in the form of a paid advertisement will be available to the family if the event occurs before the December 1 deadline in the same school year.
- Parents of students who passed away during their underclass years may purchase a D2D space in the book created during the school year that would have been that student's senior year. It will be their responsibility to contact the yearbook staff to place this space in the book.

Individual/Group Portrait Policy

- All students and school personnel must have their pictures made with the official school portrait photographer at the school on picture day (usually in the month of September), or at the studio on their own time by deadline. A make-up day is scheduled each year for individuals unable to be at the first picture day. The yearbook staff urges faculty & staff to have their pictures taken each year.
- Students who enter after the school picture day may, at their own expense, provide a wallet-sized photo to the yearbook staff to be used in the "make-up" section for school portraits. This photo must be provided to the staff no later than the last school week of November.
- Students entering Reno High School after November 10, 2010 will not have a school picture in the book, but every effort will be made to include that student in a photo spread of the

yearbook, especially if that student has purchased a yearbook. It is the responsibility of the student or his/her parents to notify the yearbook staff of this situation. Students may bring in a head shot to be used in the book as well. Late photos will be printed in the index section of the book.

- The school-selected studio provides yearbook photos at no charge. Individual photo packages are also available for purchase on picture days. Teachers may receive the smallest package at no charge, courtesy of the studio.
- Students are responsible for clothing, faces, and gestures in photos. The yearbook staff will not allow suggestive, satanic, or crude clothing, or anything that violates school dress and behavior code in photographs. If an individual's eyes are closed and the individual does not have retakes completed before the deadline date, the photo will go in as planned.
- The staff makes every effort to put the best photo in the yearbook; however, if an individual does not specify to the editor or adviser which photo to use, the decision is up to the staff.
- The time of group pictures will be determined by the yearbook staff, which will immediately notify the adviser or coach of that group. Students are responsible for their faces, clothing, and gestures in these photos.
- The following student picture photography policy exists at Reno High School: Re-Wa-Ne yearbook, in agreement with the administration and adviser, reserves the right to limit publication of student portraits solely to those supplied by the official school portrait photographer under contract with the school. In the event no contract is established between the school and a professional photographer, students may be allowed to submit portraits from other studios.
- Seniors Only: Portrait Policy Seniors will receive information at the end of their junior year, and at registration for their senior year regarding having their senior portraits taken at Lifetouch / Prestige Portraits studio. All seniors who wish to have their individual senior photo in the yearbook must have their picture taken before the deadline set by the studio and yearbook staff. 851-0444
- Since the deadline for senior photo pages is at the end of October, all seniors who have their pictures taken before the published deadline date are assured a spot in the book. Seniors who have their photos taken after the deadline date will not be included in this section.
- No photographs from other studios will be accepted for the senior portrait section.
- Advertisements and/or Senior Memory Pages: All standard policies and practices that conform to RHS and WCSD rules and regulations will be upheld in the creation of senior memory pages and advertisements. Students may not be shown smoking, drinking alcoholic beverages, in possession of or under the influence of alcohol or other illegal substances, or in any physical location or position that would compromise the integrity and/ or positive image of the yearbook or the school. No initials of any kind may be used in any advertisement or senior memory page. Any foreign languages must be translated by the submitter and verified by someone employed by the school who is fluent in that language. If there is no verification possible, the text must be printed in English. No photos that show bare chests of females, or bare pubic or rear areas of infants or children will be printed. Parents are asked NOT to submit these photos for use.

- Advertisements or senior memory pages that are placed as collages or “camera-ready art” will be printed “as is” unless they do not conform to other policies stated herein.
- Timelines for placing material in the yearbook will be determined by the adviser and staff of Re-Wa-Ne and will be sent home in a mailer to all senior students.
- Refunds will not be given unless an advertisement or senior memory page (a) appears in a smaller size than was purchased- receipt must be shown at time of dispute, (b) publishing incorrect photographs or text- signed off proofs must be presented, (c) not published at the fault of the printer or yearbook staff-receipt must be shown at time of dispute.
- Purchasers of such advertising material or senior memory pages have one week from receipt of the book to dispute any such errors. After that time, no refunds will be issued.

Book Sales

- Yearbooks will be sold through the finance office. Receipts for yearbook purchases will be given to students or parents upon purchase.
- Books are offered at a discounted price (-\$10) through Sept. 30. Full price is in effect between Oct. 1 and Jan. 31. A late fee of \$10 will be charged in addition to the purchase price after Jan. 31. The adviser will determine the number of books to be ordered on the last business day in January.
- Students may purchase yearbooks at the end of the school year on a first-come, first-served basis, if there are additional copies available for purchase. These copies will cost considerably more than the pre-sold books. Students are strongly encouraged to purchase yearbooks during the pre-sale period, as there may not be many extra books available for sale.
- Time is of the essence, storage space is at a premium: If a student does not pick up his/her yearbook by 3:00 p.m. on the last regular school day before exams, it will be sold as a fundraiser for Re-Wa-Ne, and no refund nor credit will be due to the student or his/her parents. We simply do not have enough storage space to keep copies of these books until students who may remember to pick them up choose to do so.

2010-2011 Ordering Information:

- This graduated pricing policy is intended to give a considerable discount to people who purchase the yearbook as early as possible. NO books may be pre-ordered after January 31.
- Extra copies, if any are available at the time of distribution will cost \$100, cash or money order only (no checks will be accepted).
- The cost for yearbooks for 2010-2011 is \$80 in August and September, \$90 October through January 31, \$100 after January 31 until books are sold out.
- Checks and money orders must be made payable to Reno High School. Please indicate the student’s name, grade, and student number in the memo area of the check.
- Cash needs to be paid directly to the finance office bookkeeper (Jeanine Mortensen). Students must provide name, grade, and student number to the person accepting the money and writing the receipt.

Book Distribution:

- Yearbooks may be distributed before standard distribution at a pre-release party, held after school hours. There will be an entry fee for this event. All school behavior policies will be in effect during this event.
- Students who do not wish to or cannot attend this pre-release event may pick up their books during standard distribution from the yearbook adviser and staff, during times to be determined and posted in student announcements. After those dates, books will be located in the Finance Office. Students who become abusive or do not abide by RHS rules and regulations during any distribution time will be told to leave the area and may forfeit the right to pick up a book at all. Those books may become the property of Re-Wa-Ne and sold as a fundraiser for Re-Wa-Ne.
- **Time is of the essence. Because storage space is at a premium and students are given adequate time to pick up the books they have purchased, any book not picked up by 3:00 p.m. on the last regular day of instruction (the day before final exams for the semester begin) will be considered abandoned. Abandoned books may be sold to other students who desire a book for the full retail price plus the late fee. Because these books are abandoned, students and parents will not be given a refund for the purchase price, and the amount they paid will be considered a donation to the Re-Wa-Ne yearbook program.**

Refund Policy:

- No refunds will be made after January 31 unless there are extenuating circumstances (see Withdrawals, etc. policy below). Refunds of partial payments will not be given for any reason.

Withdrawal/ Expulsion / Suspension / Home-bound / Absence Situations:

- Students have 30 days from date of withdrawal or expulsion to contact the yearbook adviser at 321-3133 or the Finance Office at 333-5050 to begin processing a refund for yearbooks purchased (see Refund Policy). If students do not wish to have a refund, and would like to pick up their books at the end of the year, they also must make arrangements with the yearbook adviser within 30 days from date of withdrawal. If a student wants to have his/her book mailed, they must provide a prepaid Federal Express 5-10 pound padded envelope for mailing, complete with address and contact phone number where the book is to be sent. If arrangements are not made within 30 days of withdrawal, suspension or expulsion; or within one week of original distribution, yearbooks become the property of the yearbook staff, and may be sold as a fundraiser for the Re-Wa-Ne.
- No student may pick up another student's book, under any circumstances. Students who are on suspension, home-bound instruction, or absent during distribution must contact the yearbook adviser at 321-3133 to make arrangements for a parent or guardian to pick up the yearbook. If arrangements are not made within one week of the initial yearbook distribution date, books become the property of the yearbook staff, and may be sold as a fundraiser for the Re-Wa-Ne.