

## Wheeler High School Yearbook Publication Policies

Updated 07/2025

### Content Policy

This publication is student-planned and produced, as well as being a product of an academic elective course. Student journalists work hard to ensure the accuracy of information, but as it is a student-led program, some errors may occur.

Journalistic in nature, the yearbook attempts to inform and entertain its audience in a broad, fair, and accurate manner on all subjects that affect readers in the areas of student life, academics, clubs, and sports. The entire student body constitutes the target audience for the book, with secondary audiences including parents, school personnel, community members, and other scholastic journalism groups.

While the staff not only allows but also encourages constructive critique of the publication, final authority for the content rests solely in the hands of student journalists and their adviser. No material—opinionated or otherwise—will be printed which is libelous, irresponsible, advocates illegal activity, or which the editorial board and/or adviser deem in poor taste.

### Portrait Policy

- All students and school personnel must have their portraits made with the official school-selected studio photographer to be included in the current volume of the publication and for CCSD administrative purposes.
- If a student does not have their photo taken by the designated photographer on picture day or make-up day, their name and photo will not be included in the yearbook.
- Senior portraits submitted after the deadline or from an incorrect photographer are not guaranteed to appear. **The deadline for you photo to be taken is November 1, 2025.**
- The yearbook program, staff, and adviser cannot be held responsible for errors originating from the school photographer or Synergy (e.g., incorrect photo, pose, grade level, or name spelling).
- Students will have the opportunity to preview their photos, names, and grade levels before submission. It is their responsibility to request corrections during the advertised preview window. After the window closes, changes cannot be made.
- Photos that contain crude, suggestive clothing or violate the school behavior code will not be allowed.

### Book Distribution Policy

- Students who pre-ordered and paid for a yearbook will receive one on the designated distribution day(s).
- Unclaimed books will be held for 90 days after distribution before being released.

Attempts to contact parent(s) or guardian(s) will be made and documented.

- Proof of purchase must be shown in case of a discrepancy. Acceptable proof includes a Varsity receipt or an official in-school receipt.
- Books with printing flaws (e.g., missing pages, upside-down pages, major rips) may be exchanged only if there is no writing inside the book.
- Refunds for non-printing-related issues must be requested in writing within 10 days of distribution. Refunds are not guaranteed and will be reviewed on a case-by-case basis by the adviser and Varsity representative. No refunds for books with writing. The email address to request refunds is [aaron.cleveland@cobbk12.org](mailto:aaron.cleveland@cobbk12.org).

### **Sell-Out Policy**

- Extra over-run copies (if available) will be used first to replace damaged pre-ordered books.
- Remaining over-run copies will be sold via a wait-list lottery after all pre-ordered copies are distributed.
- Over-run books may be sold at a higher price to cover administrative and shipping costs.

### **Attribution Policy**

- All external photographs, quotes, or articles used will be properly attributed using a style agreed upon by the yearbook staff.

### **Advertising Policy**

- All advertising must comply with the content and portrait policies.
- Acceptable ads include:
  - Senior ads
  - Business/service/merchandising ads
- Acceptance of ads does not imply endorsement by the school, yearbook staff, or its individual members.

### **Hardship Policy**

- If a student or school staff member passes away during the yearbook coverage period:
  - Their portrait will still appear in the appropriate section.
  - They will also appear in any pre-existing coverage.
- No memorial ads will be created by the yearbook staff.
- If a senior ad was purchased, it will be published as originally submitted.