



ALEDO STUDENT MEDIA

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LEDOIAN YEARBOOK EDITORIAL POLICY

THE LEDOIAN YEARBOOK is published once a year as the permanent record of Aledo High School for the students, faculty and surrounding community of Aledo High School. The publication serves as a record/history book, memory book, business venture and classroom laboratory which strives to capture the lives and experiences of students and faculty throughout the year. The Ledoian yearbook is a student-planned publication by the yearbook staff enrolled in the class.

CONTENT

- The staff determines the content published in the Ledoian yearbook.
- Ledoian yearbook seeks to serve their audience with accurate and factual reporting on significant aspects of school life and subjects of concern to its readers.
- As independent observers Ledoian yearbook staffers use their unique access to news and broad perspectives through clever, creative approaches to writing, photography, design and coverage of the human spirit.
- It is also the responsibility of Ledoian yearbook to cover school, city, state, national and international events and issues that affect or concern the campus, its students or its readers in a non-biased method.
- Ledoian yearbook will attempt to cover all aspects of the school; however, coverage will depend greatly upon an item's news value (how important or interesting it would be to the majority of the school population). Publication editors determine the news value of all material.
- Ledoian yearbook will avoid sensationalizing news and events.
- Ledoian yearbook will not invade personal privacy or print material that might be embarrassing or degrading to any individual or group.

RESPONSIBILITY FOR ACCURACY AND OBJECTIVITY

- School publications strive for the highest standards of accuracy, integrity, completeness and careful research in its presentation of material that time allows. Since there are deadlines to meet, however, school publications will go to press with the facts as they stand on deadline. The staff, therefore, assumes responsibility for the accuracy of these facts.
- Rumor, gossip or innuendos are not, nor will they ever be, the basis for any story appearing in the yearbook.
- Beginning in the 2018-2019 school year, the Ledoian yearbook became a member of the UIL-ILPC, TAJE, NSPA, CSPA, Quill and Scroll Honorary Society, and JEA professional organizations, and receives critiques from some of these sources to improve content.
- Because the publication is created by students, for students, prior review by outside sources should be avoided and the staff will take precautions to report the story of the year fairly, fully and responsibly; however, administrators may, according to the Hazelwood court decision, control content prior to publication if they deem specific content to pose a legitimate pedagogical concern. Administration may also offer advice on sensitive issues.

CLUBS AND ORGANIZATIONS

- The activities (on and off campus) of curricular, co-curricular and extra-curricular clubs and organizations approved by the campus with a faculty adviser, sponsor, coach, etc. may be covered in the yearbook.
- In addition, curricular, co-curricular and extra-curricular clubs and organizations approved by the campus with a faculty adviser, sponsor, coach, etc. are permitted to have a group photo in the clubs directory.

SPORTS

- As the official record of the school year, team photos, rosters, schedules, scores and season records provided to us will be printed in the sports directory for all school-sponsored sports.

NAMES

- The names listed in Ascender portal provided to Glamourcraft from the school registrar are printed in the yearbook.
- If another name is preferred, written permission from a parent or guardian may be submitted prior to the retake picture day in the fall.
- The staff will do their best to change each incident of the name appearing in the yearbook, but cannot guarantee that all instances will be discovered and changed.
- The name change request must be submitted annually and the form is available on our sites.

SCHOOL YEARBOOK PHOTOS

- School photos must be taken by Glamourcraft School Photography to be included in the yearbook.
- Each student's official grade classification the first day of school is used to determine portrait placement. A grade level change after the start of school may not be reflected in the portraits.
- The staff reserves the right to exclude any photo it considers inappropriate.
- Students who miss the assigned photo days and retake opportunity will not be included in the portrait section, although they may still be covered in other aspects of the yearbook.

TRAGEDY

- Should a student or school personnel pass away during the current school year prior to printing deadlines, the staff will treat the death journalistically and in a tasteful manner.
- The individual's school activities, his or her contributions and the reactions of those who will miss the deceased may be included.
- In the case of a suicide or other sensitive situation, the words "died unexpectedly" may be used as a cause of death.
- An in memoriam tribute may be designed and produced by the yearbook staff as space is available.

ADVERTISING

- Ledoian yearbook reserves the right to refuse any advertisement that makes reference to products, services, substances or paraphernalia that are illegal to minors or deemed inappropriate to the community.
- No obscene gestures, weapons, or nudity at any age are allowed in photos or artwork submitted.
- All ads are subject to review by the adviser and staff.
- The staff reserves the right to assign rates for its ad space.
- The Ledoian yearbook staff, its adviser, editors and the administration of Aledo High School are not liable beyond the cost of the ad for mistakes made within its design, editing or production. In addition, refunds cannot be given for ads, nor can ads be changed once the buyer approves proofs and the pages are sent to print.
- Please see our websites for all submission rules and guidelines.

AFTER-PUBLICATION ERRORS

- The Ledoian yearbook is produced by students and may have errors; however, refunds will not be given for misspelled names or other editing errors.
- Exchanges can be made in Room 101 for books with major printing flaws such as missing or damaged pages.
- If a major flaw is found after the book has been written in, the book may be replaced while extra copies remain in exchange for the damaged book.

DISTRIBUTION

- All buyers must present a photo ID when picking up a yearbook. It is the responsibility of the buyer to provide proof of purchase if the yearbook staff has no record of the sale.
- Returned books become sole property of the yearbook staff and can be resold if not damaged.
- A lost or stolen book may be replaced for the cost of the book at delivery time on a first-come, first-serve basis.
- Unclaimed books may be resold one year after the school year the books were distributed.

In summary, the Ledoian Yearbook will strive for journalistic excellence and will aim to be a vital part of the Aledo High School community.