

**PUBLICATIONS: STUDENT NEWSPAPER AND YEARBOOK**

This policy governs the publication of official school newspapers and yearbooks; that is such publications which are supervised by an adult advisor appointed by the school administration and Board of Trustees.

**EDUCATIONAL GOALS**

It is the purpose of school newspapers and yearbooks to further the achievement of two distinct educational goals, namely; (1) to serve the entire school by reporting school activities; (2) to teach students of this district proper writing and other journalistic skills; (3) to teach students of this district by practical experience the meaning of "Freedom Speech" as that term is used in the United States and California Constitution.

A. In order to meet these goals, the following guidelines shall be followed:

1. A qualified advisor shall be provided each school newspaper and yearbook to teach journalistic performance including, but not limited to:
  - a. Accurate and impartial news coverage.
  - b. Complete and objective reporting.
  - c. Well-researched, factual information supporting opinion in editorials.
  - d. A sound and ethical financial program through the advertisements published and, in the case of the yearbook, through effective promotion and sales of the book.
  - e. Complete and meaningful photographic coverage of the school and its many programs.
  - f. Good taste and discretion in the use of written and pictorial copy.
  - g. Adequate distribution of the publications.
  - h. Effective evaluation of the publications by the advisors, editors, rating services and professional journalists.
2. Students shall be taught proper grammar, form and journalistic style commonly accepted in the community.
3. Students shall be taught how to convey their ideas and thoughts to others in a creative, journalistic manner.
4. Students on the newspaper or yearbook staffs shall be given a vocational experience duplicating as much as possible that of one who works for a private publisher in the community.
5. The school newspapers and yearbooks shall not be a forum for free speech by anyone other than a student regularly enrolled in the schools of this district; nevertheless, commercial advertisements by non students, announcements by school officials, and material authored by school district employees or other persons may be published at the discretion of the publication staff and advisor in order to further the primary goals of the publication.

B. In order to give each student of this district an equal opportunity to participate in the above-cited educational goals within the constraints of available financial resources, publication space, and publication time deadlines, the following rules and regulations shall apply to all material submitted for publication.

1. All material must be submitted to one of the editors or to the advisor.
2. All material must be either typewritten or otherwise neatly written so as to be legible.
3. All material must be clearly identified by the author and must have the author's name on it.
4. All material must be submitted sufficiently prior to publication deadlines so as to allow for its publication. Deadlines for submission of material shall be made known to the students of the school in a manner reasonably sufficient to inform students who wish to submit material and at least 48 hours prior to the deadline.
5. All material submitted in the manner prescribed above must be considered by the publication staff for publication. The staff and advisor may copy-read and otherwise edit the material submitted so as to adhere to the constraints of the financial resources and/or available publication space so long as the subjective values of the idea or opinion expressed in the material are retained.
6. A school yearbook is a memory book, a history of the year, a resource/reference book, and a pictorial representation of contemporary school and community life. It is published only once a year. A school newspaper is a forum for discussing current events, sharing ideas and opinions on contemporary subjects of general interest in the school community, and for publishing literary art. It is published periodically.

Because of the different interest served by the two publications, material submitted for publishing in one may be considered by its staff to be more appropriately published in the other. In that event, the submitted material may be returned to the author with the suggestion that it be submitted to one of the editors or advisor on the other publication's staff.

7. Material not used shall be returned to the writer.
- C. The school newspaper and yearbook shall operate under the United States and California Constitutions guaranteeing to each student of the district his/her individual freedom of expression.

Any form of expression, including but not limited to, school newspapers and yearbooks, which invades another's right of privacy, or is obscene or libelous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, shall be prohibited.

The administration shall prepare suitable administrative regulations outlining the procedures to be used in determining whether or not the expression is prohibited under the foregoing provisions.