

## **EDHS Student Publications Policy Directory**

This document serves to bring together multiple sources of operating procedures and policies applied by the student publications program at El Dorado High School, specifically The Legend Yearbook and AGO News staff. Under the advice of Vanessa Martinez, this program has policies and standards for different topics and audiences in several locations.

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### **Student Travel Guidelines:**

[HS UIL 1-4A and 2-5A - State Travel Guidelines - 21-22.pdf](#)

[Sample NHSJC Travel Contract.pdf](#)

### **Staffer Contract, Grading Policies & Honor Cord/Stole Requirements:**

[Staff Contract 2022-23.pptx](#)

### **Senior Dedication Ads, Paid Club & Team Spreads Policies:**

<https://aztecgold.net/yearbook-central/>

### **Current Year Staffer Handbook & Work Procedures:**

[Staff Handbook 2023](#)

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## **ADDITIONAL POLICIES AND PROCEDURES:**

### **I. Faculty, Administration or Student Death**

- A. In the event that a student, member of faculty or staff or administrator dies, the yearbook staff will work in close contact with, and with the approval of, the deceased's parents/guardians/family to honor the memory of the deceased in the yearbook.
- B. The manner in which the death will be covered in the yearbook will depend on how the deceased passed away, but will always be done in a manner that reflects respect for the surviving family, minimizes harm and balances the right to memorialize and grieve by classmates.
  1. If a student or faculty member completes a suicide, coverage will only include any memorials held for the individual, but not the circumstances of their death. A half or quarter page dedication ad may appear in the yearbook, with the full cooperation of the surviving family, at no expense to the family.

2. If a student or faculty member succumbs to a sudden death, as the victim of a violent criminal act, such as a shooting, coverage will include any memorials held for the individual, on campus and/or in the community. The staff will refrain from accusing any suspects of the violent act in any coverage, but may mention the alleged circumstances in general terms. The coverage should focus on how classmates remember the student or faculty member. A half or quarter page dedication ad may appear in the yearbook, with the full cooperation of the surviving family, at no expense to the family.
  3. If a student or faculty member is the victim of a motor vehicle accident, including driving under the influence, the coverage in the yearbook should focus on memorials held for the student or faculty member on campus and/or in the community. The circumstances of the student/faculty member's death may be mentioned but avoid description or allegations while an investigation is pending. A half or quarter page dedication ad may appear in the yearbook, with the full cooperation of the surviving family, at no expense to the family.
  4. If a student or faculty member's death is the result of an illness, the coverage will consist of any memorials held for the individual. Coverage may include details of the illness as provided by friend and family sources in recorded interviews. Circumstances of the illness may appear in the coverage. A half or quarter page dedication ad may appear in the yearbook, with the full cooperation of the surviving family, at no expense to the family.
- C. A student photographer and/or reporter may attend and cover any public memorials held for the deceased, but must have the explicit invitation and consent of the surviving family to cover private family memorials, religious services, funeral services and burial service. Written or material proof of this invitation and consent to photograph must be made available to the student and adviser in advance.
- D. Best practices and journalistic ethics for reporting on sensitive material such as the death of a student or faculty member will be implemented with careful thought, planning and editing. The Society of Professional Journalists' Code of Ethics is the guiding ethical document for student publications at El Dorado High School. Link at <https://www.spj.org/spj-code-of-ethics/>

## **II. Refunds, exchanges and photo purchases**

- A. Refunds will not be given for senior dedication ads or paid club/team spreads, unless an error in printing or publishing took place that seriously altered the appearance or quality of the spread or ad.

1. Coaches and teachers who pay for a club/team spread have the right to prior review (policy articulated on [www.aztecgold.net](http://www.aztecgold.net)) so no refunds will be given for errors or mistakes on those spreads, unless it is egregious and there is proof that the error was made with malicious intent or due to carelessness.
  2. Parents who pay for a senior dedication ad must approve a senior dedication ad before it is published, within a responsible time limit (policy articulated on [www.aztecgold.net](http://www.aztecgold.net)) so no refunds will be given for errors or mistakes on any ads, unless it is due to printer or publisher error post-submission of the spread, or if there is an egregious error made and proof exists that it was done so with malicious intent or due to carelessness. If a parent cannot be reached within a reasonable amount of time, and the adviser can produce proof of multiple efforts to reach the parent for ad approval, then the adviser will have to send to the spread as is in order to stay on schedule with the publisher. In this case, no refunds will be given if the parent doesn't approve of the ad and wasn't available to give approval in the designated time period.
- B. In most cases, refunds will not be given for a yearbook purchase. The following rationale apply in most cases:
1. In the case of a student who does not appear in the yearbook, parents and students will be directed to when a complete list of the index (who appears in the yearbook and on which pages) is released, usually weeks in advance before the yearbook is shipped to campus. Because this list is made public, in school and on our social media, parents cannot receive a refund because their child doesn't appear in the yearbook. Parents and students will be asked if the student took their senior portrait or their underclassmen portrait on Picture Day(s).
  2. In the case that a student **did** take their senior portrait or appeared for Picture Day and does not appear in the yearbook due to either staff error or portrait photographer error, parents and student will be given a refund.
  3. In the case that a student's name is misspelled in the portrait section of the yearbook and it is brought to the attention of the staff, parents will not be given a refund for the yearbook. Instead, the adviser will order corrective stickers from the publisher, at no cost to the parent and student, that the parent and student can use to correct the error in the yearbook.
  4. In the case that a student purchases their yearbook and is removed from the school, expelled, suspended, unenrolled, relocated, or stationed in another city (military only), a refund will not be given for the yearbook **after January 1** of the applicable school year **or** if the student's portrait appears in the yearbook. A refund will only be given if the student does not appear

in the portrait sections and it is before January 1 of the applicable school year.

5. In the case that any other kind of error or mistake is made in the yearbook, parents or students will not receive a refund for the yearbook because this is a student publication, where students are learning and may make mistakes. The only time that a refund will be considered is if it can be proven that an error or mistake was made with malicious intent on the part of the student journalists who produced the spread.
6. In the case that a student passes away, parents can request and will receive a refund for the yearbook.
7. Exchanges for damaged or defective yearbooks will be made **only if** the yearbook has not been written in or on when distributed. If a student has already had friends sign the yearbook or has put their name in the yearbook, they cannot receive an exchange.

C. Procedures for refunds and exchanges

1. If a parent bought a yearbook with cash or check on campus, a refund will be issued after a request is made by the adviser to the business office. The refund will be issued from the Yearbook Sales account.
2. If a parent bought a yearbook with credit/debit card online, a refund request will be initiated by the adviser via email to the publisher. The refund request email must include the parent's email. After the initial request is made to the publishing company, the parent must follow up themselves on any other instructions or directions concerning the refund from the publishing company. The school is not responsible for any complications or waiting periods due to the publishing company and/or personal bank of the parent.

D. Purchasing photographs

1. Parents and students may request a digital copy of images taken of them by yearbook photographers on assignment in writing to the adviser's email. Copies of digital files will be sent to a student or parent email only if that parent or student has already purchased a yearbook for the current school year.

### III. Senior Portraits

- A. Senior portraits are contracted with SISD approved vendor and educational partner HotShots by Lomeli, located at 3470 Lee Blvd Suite C. All portraits that will appear in the senior section of the yearbook must be taken by HotShots. Parents and students will comply with HotShots business practices, including sitting fee.
- B. In the event that a student cannot pay the sitting fee for their portrait, the student may notify the adviser and appeal for assistance. The adviser will appeal to the

student's counselor for verification of financial burden and discover whether or not a school fund exists to assist financially disadvantaged students.

- C. Any portraits taken by outside photographers, that are not affiliated to HotShots, will not be used in the senior portrait section of the yearbook but may certainly be submitted for use in purchased senior dedication ads.
- D. Senior portraits can be scheduled as early as the summer leading into the student's senior year. Senior portrait appointments should be made no later than December of the applicable fall semester.
- E. The school will remind parents about the need to schedule senior portraits via regular announcements in school, social media posts, emails, and all-call phone calls. If parents have blocked district all-calls, or unsubscribed from automated emails from the school, the school and yearbook staff **is not responsible** if parents and students miss the time period where senior portraits can be taken at or by HotShots to appear in the yearbook.

#### **IV. Students Eligible for Travel**

- A. Students eligible for travel for the reasons of competing or training are typically limited to staff leadership, or editors. Editors put in the greatest amount of after-school hours and demonstrate more commitment toward student publications than other students.
- B. Being invited to travel is a privilege and violation of the staffer contract, campus and district code of conduct can result in being uninvited from any trip. Refer to travel contract and guidelines for detailed standards.
- C. Seniors will typically travel in the fall of a given school year, while juniors will typically travel in the spring. The exception to these standards will be on the occasion that a senior receives an award from the previous school year at a spring convention or competition.
- D. Student travel fees are typically divided between the parents/guardians of a student and the fundraising account for the yearbook/AGO News staff. When a student is the beneficiary of fundraising monies for a trip, where that student will receive training for their work on staff, the student must remain on staff in their position for the duration of the current school year (fall travel) or the incoming school year (spring/summer travel). If a student chooses to move out of the yearbook/AGO News class (fall travel) or not enroll in a yearbook/AGO News class the following school year (spring/summer travel), that student is responsible for paying back the used fundraising money to the collective student fundraising account.

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#### **Policy and Procedures Resources:**

Society of Professional Journalists Code of Ethics:

<https://www.spj.org/ethicscode.asp>

Student Press Law Center Model District Policy for HS Student Media:

<https://splc.org/2021/02/student-press-law-center-model-guidelines-for-high-school-student-media/>

NSPA Model Code of Ethics:

<https://studentpress.org/nspa/resources/hub/>

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Additional Policies and Procedures sections I-IV revised by adviser Vanessa Martinez on Oct. 5, 2025. Spelling errors corrected Oct. 5, 2025.