

PSB Yearbook Policy

The Public Schools of Brookline (PSB) support the publication of yearbooks to honor and promote the best interests of our students, staff, administrators, educators, families, friends, and caregivers. Yearbooks present an opportunity to reflect and memorialize the learning experiences and growth of our school communities. They serve as a permanent testament to our students' inclusion and participation in school activities.

I. Inclusion:

1. All students enrolled in a PSB school at any time during an academic year shall by default be included in the school yearbook for that school if one is published for their grade or program. Inclusion for purposes of this section is defined as the student's name and picture (if available).

A. Exceptions:

- (i) Parents and guardians of non-emancipated minors may opt out of yearbooks on behalf of their children, in writing.
- (ii) Emancipated minors and students aged 18 or older may opt out of yearbooks, in writing.
- (iii) The PSB shall comply with any court orders preventing or restricting publication of a student's name, picture(s), and other identifying information.

2. If any of the above parties expresses verbal desire to a PSB educator, Yearbook Advisor, or administrator to opt-out, they will be instructed on how and to whom to submit a timely written opt-out.

3. Opt-outs shall be communicated in writing to both the school principal and the Deputy Superintendent for Student Services. The opt-out must be specific to the particular yearbook publication. It is not sufficient to have previously opted out either generally or specifically from other school publications or disseminations.

4. Opt-outs do not require disclosure of confidential information to justify any decision to opt out.

5. Opt-outs may be for excluding pictures of the student only, or for excluding both pictures and student names. Opt-out language should be precise in order to ensure compliance with the specific request.

6. The Deputy Superintendent for Student Services shall promulgate procedures to ensure that yearbook editors receive training, and access to information necessary for compliance with this policy.

II. Content:

1. Yearbooks shall endeavor to accurately portray the personalities of the students, staff, and other community members depicted. Personal photographic and narrative/quote submissions, if included in a yearbook, shall be true to the individual's submission.
 - A. Exceptions:
 - (i) No material, opinions or otherwise, shall be printed which is lewd, libelous, personally insulting toward another member of the community, advocates an illegal activity, promotes discord or violence, constitutes a copyright infringement, or lacks informed written consent of depicted identifiable individuals. The editor of the yearbook shall reasonably exercise discretion in enforcing this provision, subject to First Amendment rights. The Deputy Superintendent for Student Services shall designate an adult staffer as the final authority on the exercise of this discretion.
2. All students who receive support through an IEP or 504 Plan shall be provided with that same support for photographic selections and generation of any text related to a school yearbook (e.g. personal quote, sentence, etc.).
3. Any planned exclusion or modification of a student's personal yearbook submission shall be first communicated to that student and the parent(s), guardian(s), or caretaker(s) of that student a sufficient time prior to publication of the yearbook to ensure that student the opportunity to either cure the reported issue(s), or appeal the editor's determination to the Deputy Superintendent for Student Services.
4. Photographs violating school policies may be subject to investigation for disciplinary action.
5. Final copy of the yearbook shall be cross-checked with both class lists and opt-out lists to ensure accuracy by two adults prior to submission for publication. The class lists used to generate yearbooks shall be retained by the district for one year after distribution of the book.

III. Proprietary considerations:

1. All photos shall become a public record upon publication of the yearbook. Submitted photos will remain copyrights of the original photographer.
2. The Deputy Superintendent for Student Services shall designate an adult staffer as the final authority on the contents of each yearbook. In consultation with this designee, the yearbook staff, as directed by the yearbook editor, reserves the right to edit, retouch, crop, or resize any photos submitted without permission, notification, or approval.

IV. Equity:

1. All students within a grade level at each school that publishes a yearbook must be offered the same base level of opportunities for appearance in that yearbook. For example, if a yearbook editor invites students in a particular grade level to submit one personal photograph and up to 50 words, then all students in that grade level at that school must be invited to submit one personal photograph and up to 50 words, irrespective of homeroom, percentage of time spent in the school building, at home, other facility, or outside program, number of years in that grade level, or number of days as a student at that school.
2. Students who transfer between PSB schools within a school year shall be included in the yearbooks of both schools unless the students opt out in writing from one or the other.
3. Registered PSB students out of school who are being provided with services or tutoring by PSB should be offered the opportunity to be represented in the yearbook of their neighborhood school.
4. If a student does not respond by the deadline to a yearbook submission request, the teacher shall both remind the student and contact that student's parent(s), guardian(s), or caretaker(s) about yearbook inclusion. If the school is unsuccessful in reaching the parent/guardian/caretaker, or if the parent/guardian/caretaker does not comply with the opt-out provisions of the PSB Yearbook Policy within a reasonable time period prior to publication, then the editor shall publish the student's name and include the official yearbook headshot of that student, if available.