

POLICIES FOR STUDENT PUBLICATIONS
Darlington School 1014 Cave Spring Road, Rome, GA, 30165
Adopted/Effective* as of 9/1/15

*Policies subject to change over time by EIC and Adviser with approval by the Student Life Office

I. Organization

A. Student Publications definition

1. The term “Student Publications” refers to the groups of students, classes, and after-school activities that work to publish and the organization and process required to create the Jabberwock Yearbook, Darlingtonian news magazine, Darlingtonian Online website, and Inkslinger literary magazine.

B. Staff

1. Refer to the Staff Manual for selection of editors, job descriptions, equipment usage, and full expectations of the staff.

II. Content

A. Ownership

- Student Publications, as represented by Darlington School, owns the work done by the staffers. All work is property of Student Publications. Student Publications has unlimited use of all work.

B. Writing

- The Darlington School Honor Code and the idea of “Honor Above Everything” most certainly apply to Student Publications. Therefore, **plagiarism and vandalism are intolerable.** Plagiarism is an honor violation and cases will be directed to the Honor Council. Vandalism, or intentional malicious editing of one’s text or pictures, will warrant referral to the dean of students, dean of student life, and/or upper school director. Student Publications does not tolerate articles threatening, bullying, or behaving maliciously towards anyone and will take down content immediately if somehow it is posted in the first place.
- In association with the above statement, *slandorous or libelous portrayal, misrepresentation of original quotations, inaccurate facts, racism, or any other discrimination directed toward a certain individual or group is unacceptable under any terms.*
- As a recorder and messenger of daily news and historical documents, Student Publications must always hold itself to a high journalistic standard. This statement, explained more directly, refers to the fact that stories, narratives, exposés, captions, and/or any other body of writing produced by Student Publications is bound by this policy to convey the truth.

- Though difficult to avoid at times, editorializing is recognized as a personal interpretation rather than an accurate conveyance of facts, thus, disallowing its place in journalism.
 - Referring to the Darlingtonian, personal biases held by an author must be revealed at the beginning of an article in order to warn the reader of a potential negative or partial light that could be thrown upon a subject.
 - Referring to the Jabberwokk, editorializing will be censored, altered, and/or removed at the discretion of a managing editor, the EIC, and/or the adviser.
- Personal opinion pieces are welcome on the Darlingtonian. A clear statement of said pieces being opinion-based and the placement of said pieces into the opinion category must occur.
- **Take-Down**
 - The term “Take-down” refers to the possibility of the removal of a story or interview authored by or mentioning a particular student. Though the removal of content is unlikely, an author or subject may request it at the soonest ten (10) days after publishing. A valid argument for removal must be presented to the Editor-in-Chief of Student Publications, the Student Publications Adviser, and Fine Arts Director for review. The three individuals above will decide the fate of the article in question. Ultimately, if the request is deemed valid, the reviewers will comply and remove the article. If removal is not pressing and there is not reasonable need to comply, the article will remain available. In order for take-down to be requested, there must be evidence of misrepresentation of original quotations, inaccurate facts, slanderous portrayal, racism, or discrimination directed toward a certain individual or group. However, the affected area of the article in question will more likely become the subject of censorship/editing in order to maintain a library of relevant content. In compliance with Darlington School’s “No Place for Hate” policy, Student Publications does not tolerate articles threatening, bullying, or behaving maliciously towards anyone and will take down content immediately. Articles like this will also be subject to referral to the Dean of Students and/or other administrators. An executive decision may be made by the administration regarding removal of any article at any time. Take-down policies also apply to the social media platforms of Student Publications.
- **Death**
 - In Memoriam Jabberwokk Policy:
 - The Student Publications staff will publish a list of every alumni death reported from March 1st to the last day of February of the current production year of the Jabberwokk.
 - The list is courtesy of the Alumni Office and the Director of Alumni Relations.
 - In Memoriam Darlingtonian Policy:
 - Should a current student or faculty member die within the current school year, the Darlingtonian staff will treat the death in a respectful manner.

- A short obituary with the individual's name, school activities, dates of birth and death will appear on the Darlingtonian. The staff will obtain the permission of the deceased's family before printing any information about the cause of death.

C. Design

- Designers are expected to learn the Mac system and key journalism programs, including InDesign, Photoshop, and Illustrator.
- Designs intended for the Darlingtonian and Inkslinger must be appropriate for a high school publication. Designs intended for the Jabberwock Yearbook must be appropriate for students grades Pre-Kindergarten-12 and faculty.

D. Photography

- The Darlington Student Publications staff uses the photography policies of the National Press Photographers Association and the Associated Press as models for our own policy. The below statements from the NPPA and AP have been altered slightly to reflect the photographic standards and purpose of Darlington's Student Publications more accurately.

From the NPPA:

- "[We] acknowledge concern for every person's need both to be fully informed about public events and to be recognized as part of the world in which we live. [As] visual journalists, [we] operate as trustees of the public. Our primary role is to report visually on the significant events and varied viewpoints in our common world. Our primary goal is the faithful and comprehensive depiction of the subject at hand. As visual journalists, we have the responsibility to document society and to preserve its history through images.
- Photographic and video images can reveal great truths, expose wrongdoing and neglect, inspire hope and understanding and connect people around the globe through the language of visual understanding. Photographs can also cause great harm if they are callously intrusive or are manipulated.
- [The below] code is intended to promote the highest quality in all forms of visual journalism and to strengthen public confidence in the profession. It is also meant to serve as an educational tool both for those who practice and for those who appreciate photojournalism."
- Code of Ethics for Photojournalists:
 - Visual journalists and those who manage visual news productions are accountable for upholding the following standards in their daily work:
 - Be accurate and comprehensive in the representation of subjects.
 - Resist being manipulated by staged photo opportunities.
 - Be complete and provide context when photographing or recording subjects. Avoid stereotyping individuals and groups. Recognize and work to avoid presenting one's own biases in the work.

- Treat all subjects with respect and dignity. Give special consideration to vulnerable subjects and compassion to victims of crime or tragedy. Intrude on private moments of grief only when the public has an overriding and justifiable need to see.
- While photographing subjects do not intentionally contribute to, alter, or seek to alter or influence events.
- Editing should maintain the integrity of the photographic images' content and context. Do not manipulate images or add or alter sound in any way that can mislead viewers or misrepresent subjects.
- Do not pay sources or subjects or reward them materially for information or participation.
- Do not accept gifts, favors, or compensation from those who might seek to influence coverage.
- Do not intentionally sabotage the efforts of other journalists.

From the AP:

• **Code of Ethics for Photojournalists:**

- Pictures must always tell the truth. Do not alter or digitally manipulate the content of a photograph in any way.
- The content of a photograph must not be altered in Photoshop or by any other means. No element should be digitally added to or subtracted from any photograph. The faces or identities of individuals must not be obscured by Photoshop or any other editing tool. Only retouching or the use of the cloning tool to eliminate dust on camera sensors and scratches on scanned negatives or scanned prints are acceptable.
- Minor adjustments in Photoshop are acceptable. These include cropping, dodging and burning, conversion into grayscale, and normal toning and color adjustments that should be limited to those minimally necessary for clear and accurate reproduction (analogous to the burning and dodging previously used in darkroom processing of images) and that restore the authentic nature of the photograph. Changes in density, contrast, color and saturation levels that substantially alter the original scene are not acceptable. Backgrounds should not be digitally blurred or eliminated by burning down or by aggressive toning. The removal of "red eye" from photographs is not permissible.
- On those occasions when we transmit images that have been provided and altered by a source — the faces obscured, for example — the caption must clearly explain it. Transmitting such images must be approved by a Managing Editor, EIC, or the Student Publications Adviser.
- Except as described herein, do not stage, pose or re-enact events. When shooting video, environmental portraits, or photographing subjects in a

studio, care should be taken to avoid misleading viewers to believe that the moment was spontaneously captured in the course of gathering the news. In the cases of portraits, fashion or home design illustrations, any intervention should be revealed in the caption and special instructions box so it cannot be mistaken as an attempt to deceive.

E. Inkslinger

1. Production and Guidelines

- Beginning in the 2015-2016 school year, the Inkslinger literary magazine has been absorbed into Student Publications and its production now falls under the umbrella of all the codes of ethics of scholastic journalism, policies, and the staff manual of Student Publications. However, as the Inkslinger is not a source of news, but rather a cultural nexus for artwork and literature, the guidelines by which the production must follow vary from those of the Jabberwokk Yearbook and Darlingtonian.
- All content in the Inkslinger is student-created; all visual and literary artwork is original and student-created.
- Visual and literary artwork are presented in original form. Corrections to literary artwork are only to be submitted / fulfilled by request of the original creator. Visual artwork may not be altered by the Student Publications staff and use of Photoshop, Indesign, Illustrator, or any other program that has the potential to edit an original submission is strictly prohibited.
- Upon submission, all works become property of the Inkslinger, which reserves the right to freely publish said works.
- As stated in Article II, Section B, Paragraphs 1, 2, and 3 of the Policies for Student Publications: “The Darlington School Honor Code and the idea of “Honor Above Everything” most certainly apply to Student Publications. Therefore, **plagiarism and vandalism are intolerable**. Plagiarism is an honor violation and cases will be directed to the Honor Council. Vandalism, or intentional malicious editing of one’s text or pictures, will warrant referral to the dean of students, dean of student life, and /or upper school director[...] In association with the [aforementioned] statement [and Darlington School’s “No Place for Hate” policy], *slanderous or libelous portrayal, [...] racism, or any other discrimination directed toward a certain individual or group is unacceptable under any terms.*”

III. Monetary Policies

A. Acquisition and Access

1. Jabberwokk Yearbook

- The Jabberwokk Yearbook costs \$75.00 USD and is a mandatory component of the Darlington School tuition. It is distributed to every student and faculty member. Printing and distribution dates are set at the discretion of the Student Publications staff.

- Senior Sponsorships (Advertisements)/General Sponsorships (Advertisements)
 - The Jabberwock Yearbook sells sponsorships, or advertisements, in the back of the book each year. Businesses can also purchase an sponsorship, as well. There are three buying options: a full page, a half page, and a quarter page. A full page costs \$350.00 USD, a half page costs \$250.00 USD, and a quarter page costs \$175.00 USD.
 - The editorial board reserves the right to deny sponsorship to sponsors they feel promote content inappropriate to the audience of Student Publications.
- 2. Darlingtonian**
- The Darlingtonian has been restored as a printed student news magazine. A specific release date of the Darlingtonian, Print Edition is not scheduled and the news magazine is printed after relevant and interesting content is collected. Printing and distribution dates are set at the discretion of the Student Publications staff.
- 3. Darlingtonian Online**
- Due to the restoration of the printed Darlingtonian, the website, darlingtonian.com, remains operational as a counterpart of the printed issue. The Darlingtonian Online delivers information between printed issues of the Darlingtonian and is available for free to anyone who has access to the Internet at darlingtonian.com.
- 4. Inkslinger**
- The Inkslinger literary magazine will be distributed to every student grades 9-12, free of charge, towards the end of the second semester.


B. Monetary Compensation

1. Refunds

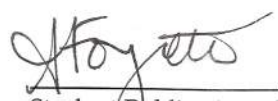
- Refunds will not be given for senior sponsorships, or any sponsorships for that matter, regardless of whether the buyer is pleased or not. There is one exception: if a buyer is unhappy with any aspect of the sponsorship's presentation, they may submit suggestions to the Student Publications Adviser, EIC, or the specific person working on the content for consideration and may even submit a request to the adviser to cancel the sponsorship completely in exchange for a full refund. **These requests must be submitted before the final copy of the book is sent to the printer. The requests will not be honored if they arrive after the book has been sent to the printer or received.** Refunds for the yearbook will not be given for any reason except if a book is damaged through no fault of the buyer. In this case, a book may be exchanged for another if available.
- **The Darlington Student Publications Staff does not have the power to grant refunds pertaining to tuition, sports, student life, or any other aspect to the Darlington student experience besides what has been stated above.**

***Policies subject to change over time at the discretion of the EIC and Student Publications Adviser with approval by the Student Life Office**


ALL PARTIES INVOLVED HAVE READ AND AGREE TO THE ABOVE POLICIES.



Head of School Date 10/7/2015



Student Publications Adviser Date 10/7/15



Upper School Director Date 10/7/2015



Editor-in-Chief, Student Publications Date 10/8/15



Fine Arts Director Date 10-7-15