



## Claymont High School

4205 Indian Hill Road  
Uhrichsville, Ohio 44683  
Lisa Brown, Principal  
Eric Henry, Assistant Principal  
John Rocchi, Superintendent



Preparing Every Student for a Lifetime of Success!

### SENIOR PORTRAIT REQUIREMENTS AND DEADLINES

Claymont High School Equestrian Yearbook

May 2017

Dear Parents, Guardians, and Members of the Class of 2018:

The deadline to submit senior portraits for printing in the 2017-2018 yearbook is **February 5, 2018**. The yearbook staff suggests that you have your child's photo for the yearbook taken at the photographer of your choice **BEFORE Thanksgiving** to be sure that the deadline for submission of photos can be met. The school will also provide a senior portrait session for free for all seniors with our contracted photographer.

*There are guidelines that must be followed for the yearbook photo to maintain consistency in the senior portrait section of the yearbook. In addition, because of the special color printing restrictions and early deadlines, please adhere to the following:*

***Pictures and image release forms will be due by no later than February 5, 2018 and must meet the following guidelines:***

1. It must be a professionally taken, formal picture.
2. Digital images are preferred and should be sent to [JKlingler@ClaymontSchools.org](mailto:JKlingler@ClaymontSchools.org). File should be named as the student's "***last name first name***".
3. The size of the photo must be a standard wallet size. The printed measurements should be 2.5 inches by 3.5 inches. The name should be clearly printed on the back of the photograph. Prints will not be returned unless requested.
4. Head size should be 1.5 inches (measured from the top of the head to the bottom of the chin).
5. All pictures should be submitted in full color (no sepia or black & white filters). NOTE: pictures with "soft focus" appear blurred upon reproduction in the yearbook.
6. Vertical portraits only. Horizontal shots will not be published.
7. Forward facing, head and shoulders studio pose. No full length body shots. No props or hats.
8. Background should be a **studio background** (muted gray, blue, brown, tan, etc.); **no outside poses** (due to varied uncontrollable lighting that may cause eye and skin discoloration upon reproduction).
9. No signatures or watermarks on the image (Names, graduation years, photographer logo, etc.).
10. Have your photographer leave enough space around your face to allow for the yearbook staff to feature you at your best within the design.
11. **Dress is semi-formal**. This means:
  - \* **Males** – Collared shirts, polos, or sweaters. Ties and suit jackets are optional.
  - \* **Females** – Dress suits, dresses, blouses, or sweaters.
  - \* **Both** – No T-shirts/graphic T-shirts/graphics printed on shirts. Do not violate Claymont High School's student handbook. For example: no hats, no sunglasses, no revealing or distasteful clothing (suggestive, revealing, or low-cut clothing is not permitted), no clothing that promotes alcohol, drugs, tobacco, firearms, or

that contains obscene or profane language or illustrations. You may locate the student handbook on the high school's website if you have any questions.

12. All photos must be received by the deadline of **February 5, 2018**. Photos will *not* be published if received *after* this date.

13. The yearbook staff has the right to request a different photograph if the above guidelines are not met.

14. The photographer must submit an **image release form**. This form may be found on the school website as well. If an image release form is not submitted, *we cannot legally publish your student's photo*.

15. **Free picture option:** The professional school photographer will take FREE headshots with a choice of poses that meet all of the picture requirements. The school needs headshots of all seniors for student files. See Mrs. Klingler for more information. *Photography session schedule will be announced at a later date.*

***Please take this letter to your photographer when you have your senior pictures taken or make sure that your photographer is aware of these requirements.***

***ANY SENIOR PHOTO TURNED IN THAT DOES NOT MEET THESE REQUIREMENTS AND / OR DEADLINE CANNOT BE PRINTED IN THE YEARBOOK.***

\* If a photo is submitted by a photographer of choice and ***it meets all of the guidelines, it will be used***. If a submitted photo ***does not meet guidelines or if no photo is submitted, the picture taken by the professional school photographer will be the one published in the yearbook.***

\*If a photo is submitted by a photographer of choice and ***it does not meet all of the guidelines and the student chose not to have a picture taken by the official school photographer***, then that student's picture will **NOT** appear in the yearbook.

## **SUBMISSION PROTOCOL:**

You must submit either an emailed copy image or a copy on a CD, flash drive, etc.

\*\*\*Images MUST be at least 300 dpi\*\*\*

**E-mail:** JKlingler@ClaymontSchools.org

**Mail:** Claymont High School Equestrian Yearbook  
4205 Indian Hill Rd.  
Uhrichsville, OH 44683

**Hand in:** Mrs. Klingler's mailbox in the Main Office at CHS

\*Photos, CDs, and flash drives submitted to the CHS yearbook **will not be returned** unless you specifically request that the photo be returned. If you want these items returned, please provide a self-addressed, stamped envelope.

Please take this letter to your sitting appointment when your student is being photographed and show the requirements to the photographer. A digital copy can be found on the high school website as well.

Thank you,  
Mrs. Klingler, CHS Equestrian Yearbook Adviser  
and the CHS Equestrian Yearbook Staff



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Why we are asking for an image release form:

The Copyright Act (U.S.C. Title 17) protects photographers by giving the creator of the photograph exclusive rights to copy, edit, and distribute the images by sale or transfer. These exclusive rights make it illegal to copy, scan, edit, or share photographic prints and digital media without the photographer's permission. Violators of this federal law will be subject to its civil and criminal penalties.

Even though we are not asking for the release of the copyrights, we must have consent to print signed on file of the students' image that is not taken by our contracted photographer in order to adhere to federal laws.

Thank you for understanding.

### Image Release Form – Please return to the main office by February 5, 2018

Student name \_\_\_\_\_

(Photographer's Name) \_\_\_\_\_ grants permission to

(Parents'/Guardians' Names) \_\_\_\_\_ to allow Claymont City

Schools to print images submitted to be used for the purpose of publication. Claymont City Schools understands

they do not own copyrights to the images and will only use images for school-related purposes (yearbook,

website, displays, banners, newsletters, press releases, etc.). This document may serve as adequate proof that

(photographer) \_\_\_\_\_ has granted permission to Claymont City

Schools to print these copyrighted materials.

Photographer's signature \_\_\_\_\_

Date \_\_\_\_\_

Parents'/Guardians' signature (if student is under the age of 18) \_\_\_\_\_

Date \_\_\_\_\_