

# 2024

## **Senior Info & Portrait Requirements, Deadlines, & Legal Forms**



**Congratulations to  
the CHS senior  
class!**



# TO DO LIST



<https://www.claymontschools.org/Yearbook.aspx> scroll down to "[Important Links](#)"

*Yearbook prices are set by Jostens Yearbook company.*

☐ **Follow us on social media!**

☐ **Facebook** @Claymont HS Equestrian Yearbook

☐ **Instagram** @claymont\_hs\_yearbook\_922

☐ **TikTok** @ClaymontYearbook



☐ **August 18 - October 20 - EARLY BIRD SALE!** \$54 book, \$10.00 personalization, 4 icons free! Order at [www.JostensYearbooks.com](http://www.JostensYearbooks.com) or by phone: 1-877-767-5217.

☐ **September 13** - Fall picture day (yearbook portraits) and Free Senior Portraits @CHS (*Retake day TBA*)

☐ **October 21 - November 24 - LOW PRICE SALE!** \$54 book, \$10.00 personalization, \$5 icons: Order at [www.JostensYearbooks.com](http://www.JostensYearbooks.com) or by phone: 1-877-767-5217.



☐ **First full week in October - It's National Yearbook Week!** (In 1987, President Ronald Reagan declared the first full week of Oct. each year as "National Yearbook Week.") - It's a great day to buy a yearbook! [www.JostensYearbooks.com](http://www.JostensYearbooks.com) or by phone: 1-877-767-5217.

☐ *Last year's book will be delivered to current students during the school day.*

☐ *If you need to purchase a book from last year, please email [CHSYearbook@ClaymontSchools.org](mailto:CHSYearbook@ClaymontSchools.org) to make an appointment for purchase.*

☐ **Thanksgiving** - Be sure to get your senior picture taken by Thanksgiving by a photographer of your choice if you haven't already.

☐ **November 25 - January 26** - \$58 book, \$10.00 personalization, \$5 icons: Order at [www.JostensYearbooks.com](http://www.JostensYearbooks.com) or by phone: 1-877-767-5217.

☐ **December 15** - Senior superlative submissions through Google Forms sent through Claymont student email.

- ☐ **December 20** - Last day for seniors to submit their signature to the Senior Signature page: sign the signature sheet for the yearbook cover page. Sheet is in the guidance office. See Mrs. Seibert.

- ☐ **January 12** - Deadline for senior pictures

- ☐ submit vertical picture: [Click here to submit](#) or email CHSYearbook
- ☐ name typed as you want it to appear in the book
- ☐ signed Image Waiver & Release forms [Click here \(page 9\)](#)
- ☐ baby picture emailed to Mr. Baldwin @ [JBaldwin@ClaymontSchools.org](mailto:JBaldwin@ClaymontSchools.org)



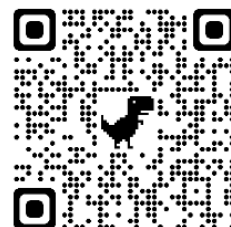
\*\*\*No pictures will be accepted after **January 12** due to Jostens yearbook publishing company deadlines. Thank you for understanding.\*\*\*

- ☐ **January 27 - April 26** - \$58 book, \$10.00 personalization, \$5 icons: Order at [www.JostensYearbooks.com](http://www.JostensYearbooks.com) or by phone: 1-877-767-5217.

- ☐ **February 14** - Last day to order old yearbooks. [Click here for availability and order forms.](#)

- ☐ **April 27 - June 28 - LAST CHANCE TO ORDER!** - \$61 book, \$10.00 personalization, \$5 icons: Order at [www.JostensYearbooks.com](http://www.JostensYearbooks.com) or by phone: 1-877-767-5217.

- ☐ **May 01** - LAST DAY to order a senior tribute / recognition ad from [www.JostensAdService.com](http://www.JostensAdService.com).  
*Make the yearbook even more special for your student. A yearbook ad is a loving tribute to your student, personalized with your own sentimental message and a cherished baby photo or senior photo collage. It's quick, it's easy, and it'll last forever.*



- ☐ **May 01** - LAST DAY to send Mr. Baldwin your baby picture for the senior graduation video [JBaldwin@ClaymontSchools.org](mailto:JBaldwin@ClaymontSchools.org)
- ☐ **June 28** - LAST DAY to order a yearbook online [www.JostensYearbooks.com](http://www.JostensYearbooks.com) or by phone: 1-877-767-5217.
- ☐ **Questions?** Email [CHSYearbook@ClaymontSchools.org](mailto:CHSYearbook@ClaymontSchools.org)



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## Claymont High School

4205 Indian Hill Road

Uhrichsville, Ohio 44683

**Amy Lint Conn, Principal**

**Kelsi Barnhart, Assistant Principal**

**Brian Rentsch, Superintendent**

*The Claymont Community: Preparing Every Student for a Lifetime of Success!*

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## **SENIOR PORTRAIT REQUIREMENTS AND DEADLINES**

### Claymont High School Equestrian Yearbook

**August 2023**

Dear Parents, Guardians, and Members of the Class of **2024**:

The deadline to submit senior portraits for printing in the **2024** yearbook is 3:00 pm on **Friday, January 12, 2024**. 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 yearbook staff also recommends giving your photographer this letter to make sure the portrait requirements are met. The school will also provide a free senior portrait session for all seniors with our contracted school photographer.

If you are using a photographer other than the contracted school photographer, the deadline to submit all required forms and your photo is 3:00 pm on **Friday, January 12, 2024** (see the last page of this packet). Without these forms, we cannot legally publish the photo.

If you had your portrait taken with Claymont High School's contracted photographer, you do not need to submit the forms; the school photographers have already submitted a permission form with their contract. There are guidelines that must be followed for the yearbook photo to maintain consistency in the senior portrait section of the yearbook as directed by Claymont High School administrative staff and the student handbook. In addition, because of the special color printing restrictions and early deadlines, please follow the requirements listed on the following page.

Thank you,

The CHS Equestrian Yearbook Staff,

Mrs. Klingler, CHS Equestrian Yearbook Adviser,

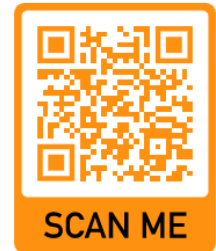
and the Claymont High School Administrative Staff



## **Please give this letter to your photographer.**

***Pictures and all forms will be due by no later than 3:00 pm on Friday, January 12, 2024 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
  - the **2024** Google Form - [CLICK HERE](#)
  - or scan the **2024** QR code to the right
  - or email submissions to [CHSYearbook@ClaymontSchools.org](mailto:CHSYearbook@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:
  - \* Collared shirts or polos. Ties and suit jackets are optional.
  - \* Dress suits, sweaters, dresses, or blouses.
  - \* 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, nothing that hides your face, 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](#) (page 33-34) on the [school website](#) if you have any questions.
12. All photos must be received by the deadline of 3:00 pm on **Friday, January 12, 2024**. **Photos will not be published if received after this date.** The yearbook staff is working hard to meet strict publishing deadlines set by the Jostens yearbook company.



13. The yearbook staff has the right to request a different photograph if the above guidelines are not met.
14. The **photographer must submit the 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. The student must submit an **Image Waiver Form** if the portrait does not meet all of the requirements.
16. **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. Please call the main office at 740-922-3471 or email [CHSYearbook@ClaymontSchools.org](mailto:CHSYearbook@ClaymontSchools.org) for more information.  
**Picture Day is September 13. Retake day 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 with the proper forms by a photographer of your choice, and *it meets all of the guidelines, it will be used*.

\* If your submitted photo *does not meet guidelines, no forms are submitted, or if no photo is submitted*, then the yearbook staff will publish *the school picture taken by the contracted school photographer from the fall school picture day*.

\* If a photo is submitted by a photographer of choice and *it does not meet all of the guidelines or have the appropriate forms submitted, 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.

## **HOW TO SUBMIT YOUR SENIOR PORTRAIT & REQUIRED FORMS:**

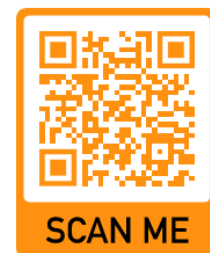
You must submit either an emailed copy image or a copy on a CD, flash drive, etc.

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

E-mail (Preferred method): [CHSYearbook@ClaymontSchools.org](mailto:CHSYearbook@ClaymontSchools.org)

2024 Google Forms: <https://forms.gle/Y1VB2erVuhiVSY338> or scan the 2024 QR code.

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.**



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# Claymont High School

4205 Indian Hill Road, Uhrichsville, Ohio 44683

Amy Lint Conn, Principal, Kelsi Barnhart, Assistant Principal, Brian Rentsch, Superintendent  
*The Claymont Community: Preparing Every Student for a Lifetime of Success!*

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**Please return this form to the office by 3:00 pm on Fri., January 12, 2024.**

## **Image Release** - For all photographs not taken by the school photographers

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 forms 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.  
*Federal Copyright Law (U.S.C. Title 17)*

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

**(Student Name)**\_\_\_\_\_ 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, video, social media, etc.). This document may serve as adequate proof that the above mentioned photographer has granted permission to Claymont City Schools to print these copyrighted materials.

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Photographer's signature

Date

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## **Waiver Form** - For all outdoor and horizontal photographs

I understand that the yearbook portrait taken by \_\_\_\_\_ **(photographer's name)** that I submitted does not meet the guidelines set by the Claymont High School Equestrian Yearbook staff and Claymont High School administrative staff.

By signing this form, I understand the potential consequences due to the publication and printing processes, for which the guidelines were originally set. Therefore, I do not hold the employees of the Claymont City School District, the Equestrian Yearbook adviser, the Equestrian Yearbook staff, the photographer, or the publishing companies liable for the image quality of the portrait.

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Printed student name (how you want it printed in the yearbook)

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Student signature

Date

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Printed Parent/Guardian name *if student is under 18*

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Parent/Guardian signature

Date

*Congratulations!*



*Once a Mustang, Always a Mustang!*