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YEARBOOK PORTRAIT AND SUBMISSIONS

Students that are enrolled and have senior status as determined by the guidance department, as of the first school day in December, will be included in the senior section.

Submission of all senior yearbook materials including portraits and senior messages must be completed by the first school day in December. Any submissions of photographs or senior copy submitted after that date cannot be included.

Submission of materials does not guarantee inclusion in the yearbook.

Senior Portraits: The yearbook staff can only guarantee placement of senior portraits if taken by the official contracted photographer. While every effort will be made to include submissions by any other photographer, because such submissions may not be in a standard format, may have problems in compatibility with disks, and/or may require special efforts for tracking, they cannot be guaranteed for inclusion. TRHS yearbook can only handle photo submissions that are of the following types; Digital photo of 3 mega pixel or better in a JPG or TIFF format saved on a CD-ROM, or finished professional photo on standard photo paper of standard wallet size or larger. Please note: Dot matrix or even home produced digital prints may not be acceptable copy. If a senior portrait is unavailable or if problems arise from non-contracted photos the yearbook staff will try to use the picture provided by the photographer contracted for school (ID) pictures.

No props, instruments, pets, athletic equipment, hobby items or vehicles shall be allowed in the senior portraits. Clothing shall conform to the Student Dress Code.

Underclass Portraits: Only underclass photos taken by the contracted photographer at the school will be placed in the yearbook underclass portrait section. Retakes taken at the school and completed before November 15th will be placed in the yearbook. Spelling of names is based on the form filled out by the student at the time of the photograph. It is the student's responsibility to be sure the name is correct at the time of the photograph. While efforts will be made to correct these, the yearbook staff cannot guarantee that all names will be correct.

Submitted senior copy: Copy submitted to the yearbook, including but not limited to remember when, superlatives, what ifs, surveys, etc. may be edited for content or style reasons. No such submission is guaranteed for inclusion.

Senior personal messages: The processing and inclusion of senior personal messages presents a complex and labor-intensive process for the yearbook staff. Editing is especially hindered by the inclusion of initials or hidden abbreviations. The staff reserves the right to

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edit or remove submissions that use such initials, abbreviations, and coded or obscured messages. The yearbook staff also reserves the right to edit any submission for length.

The yearbook staff welcomes submissions of materials for candid sections, sports, clubs and activities and other special sections. However submission does not guarantee inclusion.

The yearbook staff reserves the right to reject portraits, personal messages or other submissions that are of an offensive nature, contain personal attacks, abusive or obscene language, vulgar comments, racial epithets, sexual innuendoes, all other speech that is inconsistent with the shared community values of the Timberlane Regional School District or its basic educational mission or does not conform to any school policies. The yearbook shall not contain any materials that associate the school with any position other than neutrality or matters of political controversy.