



# RIVER VALLEY HIGH SCHOOL

## The "Hawk" Yearbook

660 Varsity Boulevard Spring Green, WI 53588

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July 1, 2018

Attention: 2019 Senior & Parents

Your senior year will be here before you know it. We realize it seems early, but the yearbook staff wants to ensure you get your pictures in the 2018-19 yearbook.

The deadline for all senior yearbook pictures is **October 31, 2018**. Make sure you submit your photos by the deadline so you will be showcased in the yearbook! Pictures submitted after the deadline will not be included in the senior section of the yearbook. This date may seem early to you, but we have publishing deadlines that need to be met.

**Senior Portrait:** One **vertical** senior picture is due by **October 31<sup>st</sup>**. If you do not have a senior picture taken professionally, we still want to include everyone so don't worry, our staff can/will take a senior picture for you. Your senior picture will also be used for the graduation slide show and also published in the Home News.

We would prefer senior portraits be submitted digitally (resolution 300 dpi, JPEG format) if at all possible. If you do not have a digital copy, please have your name on the back of the picture and drop it off in Room 21 - Ms. Radel's Room. The yearbook staff will scan your picture and the original will be returned to you.

*Please note the school board policy. Any pictures that do not follow the policy will not be allowed in the yearbook.*

### **School Board Policy: High School Yearbook Senior Portrait Photo**

1. **No props of any kind (chairs, ladders, pets, weapons, athletic gear, hats, signs, etc.) will be allowed for Senior Class Portraits published in the yearbook.**
2. Senior Class Portraits must be of student only.
3. Students are required to follow the student dress code as listed in the Student Handbook when submitting Senior Class Portraits. No photos of students will be published if they are in violation of the dress code.
4. All Senior Class Portraits are subject to the approval of the yearbook advisor and editor.

Approved: February 14, 2013

**Toddler Picture:** One picture – around kindergarten or first grade. Due by **October 31<sup>st</sup>**.

Please have your name on the back of the picture and drop it off in Room 21 - Ms. Radel's Room. The yearbook staff will scan your picture and the original will be returned to you.

**Digital Image Submission:** Pictures should be emailed to [hradel@rvschools.org](mailto:hradel@rvschools.org) or [yearbook@rvschools.org](mailto:yearbook@rvschools.org). Please include the student's name and whether it is a senior portrait or toddler picture in the subject line. Example: Johnny Smith, senior portrait or Suzi Smith, toddler picture. If your photographer will be submitting your picture to the school, please supply them with the proper guidelines for the picture as well as the email address.

If you have any questions, please feel free to contact Heidi Radel, Yearbook Advisor at 608-588-3244 ext. 286 or email at [hradel@rvschools.org](mailto:hradel@rvschools.org)