

St. Junipero Serra Catholic School

Photo Parent Guideline

The Role of the Photo Parent:

- Take photos in the classroom, in the play yard, and at school events for your grade level/classroom (Photos are primarily used for the Yearbook, but may be used for other school activities or needs)
- Select and organize photos for submission and consideration
- Identify(tag) the students in the photos
- Submission deadlines will be set November-March (20-30 photos due at each deadline)
- Be available for key classroom activities that should be photographed; coordinate additional times that fit your schedule to visit the classroom and take photos; and be willing to attend events, if available, at the request of the Yearbook Team or teachers (*Take a variety of indoor/outdoor photos and do not limit photo quota to one event*)

Photo Tips:

- Please send original/high resolution photos. If using a Smart phone, please download the photos to your computer before submitting (will ensure the highest resolution)
- Identify the students in the photos by First Initial and Last Name in the photo file name or in the Tag feature of the photo file (right click on the photo in the folder they are located in and select “Tag,” then type in the student information)
- Photos are recommended to include 2-5 students
- Here are several examples of best practices used when grouping students:



Important Reminders:

- Role of a Photo Parent does not guarantee attendance to all classroom parties, activities, events, and/or field trips. You must still have an invitation from the Room

Parent or Teacher to attend. Please do not “drop in” unannounced – you must arrange appropriate time with the teacher in advance. It is allowable to visit the class at recess or, but informing the teacher prior is preferable.

- It is also highly recommended that the Photo Parent schedule three visits a year between the months of September and March to take candid group photos. This will ensure that the Yearbook Grade-level Editor will have at least three different photos of each student. All students are to be equally represented in the total of submitted photos throughout the year. *A Photo Parent’s child may not be represented in photos more than others.*
- If it is at all possible, please make sure that students’ name badges are not visible in the photos but it is also not mandatory.

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Photo Parent Deadlines (30-40 photos to their Grade-level Section Editor)

1st Deadline - Thursday, November 29, 2018

2nd Deadline – Thursday, January 17, 2019

Final Deadline – Thursday, February 28, 2019