Germantown High School
Requirements for Senior Yearbook Photograph Submission
Due Date: November 1st

If an appropriate photo is not submitted by November 1st, the school portrait will be used, if available. If no photo is available OR a student is on the no photos list, the student will be listed as "not pictured".

Germantown School District Senior Portrait Yearbook Minimum Standard Specifications in compliance with WI State Statute 118.12 (5)[1]

Online photo submissions

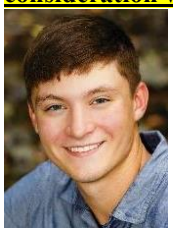
1. Go to: https://photos.jostens.com/EC7DZK or scan the QR Code.
2. Add the contact information.
3. Check the box ☑ to agree to the Jostens Privacy Policy and Terms of Use.
4. Select "Continue to Verify".
5. Verify that the student info is correct.
    a. If it is correct, hit 'continue'.
    b. If it is not correct, select 'Edit Student'
6. Enter verification code.
7. Under portraits (not School Life), Select 'Share Photos'.
8. Review Guidelines and select 'Ok, Got It'.
9. Upload the ONE portrait photo you would like used in the senior portrait section.
10. Once the upload is complete, select 'Ok, Let's Go' and then fill in the required information about the photo.
11. Double check that your photo is tagged correctly. Click 'Done'.
12. Check the box ☑ "I acknowledge that I have the consent from all persons in the photo(s) to upload and share their image and I own or otherwise have the right to upload photo(s)"
13. Click "Submit".
14. You should receive an email indicating the upload happened.
15. Check to see if your photo was approved by the yearbook advisor/administration on this Google Doc. (https://docs.google.com/spreadsheets/d/1lxbqHcjCYBftYGuVk7UhiW5HOjFNvdRp4WUOKKlw1Ds/view?usp=sharing)

Image file format

• **Image must be submitted in digital format**
- o **Image Resolution:** 300 DPI or higher at 2 ½" X 3 ½" **(preferably larger)**
- o **File Size** = approx. 1000 Kb **(preferably larger)**
- o **Image file format** = .jpg or .tif
- o **Color** = CMYK (Cyan-Magenta-Yellow-Black) format is preferred

Image Standards

1. **Head and shoulder shot only.** (No arms, legs, or hands should appear; this allows us to crop as needed within our publishing software.) **Photos will be cropped similar to the two example photos below. Please take that into consideration when choosing what to wear for your photos and when you choose which photo to submit.**




2. Face should be the focal point of the picture (i.e. The face should fill 2/3 of the photo frame.)
3. No reclining positions.
4. No other individuals, pets or props included in the photograph.
5. Appropriate dress as defined by Germantown School District's Code of Conduct and the GHS School's Dress Code.
6. Senior portraits must meet the image requirements **and** receive final approval from the yearbook adviser and/or administration.

Questions/Concerns?

Please contact advisor Janel Gliniecki at jgliniecki@gsdwi.org.

Photos must be submitted by the senior student or their photographer no later than November 1st.

If an appropriate photo is not submitted by November 1st, the school portrait will be used, if available. If no photo is available OR a student is on the no photos list, the student will be listed as "not pictured".

Germantown High School Student Dress Code

Good dress and conduct are a source of pride and self-respect for all and create a positive environment for learning. It is this policy of the Germantown School District that all students are expected to dress and groom themselves neatly in a manner appropriate for school functions. Students may express themselves through their style of dress and personal appearance as long as it is not actually or potentially disruptive of school activities. We believe it is important to maintain an atmosphere conducive to learning.

Any article of clothing or accessory or manner of hairstyle or makeup that is determined by the administration to be actually or potentially disruptive of school activities is prohibited, including but not limited to the following:

- Tops that expose a student's midriff or back, sleeveless tops with oversized armholes or spaghetti straps, or tops with low necklines.
- Short skirts or short shorts: examples of inappropriate skirts or shorts include those shorter than mid-thigh of the student.
- Clothing that is see-through or otherwise exposes undergarments. All undergarments must be completely covered at all times.
- Coats, jackets, or outerwear. Such items must be placed in a student's locker upon arrival to school.
- Long or heavy chains and accessories with sharp or pointed protrusions.
- Any head covering, including sweatbands, hooded shirts, hats, and bandannas. Hats, hoods, headwear, bandannas, and sunglasses are not to be worn in the building at any time. This excludes any head coverings worn for religious reasons.
- Clothing or accessories that conceal one's identity, such as hoods.
- Clothing or accessories, which directly or through innuendo, contain references to alcohol, tobacco, or illicit drugs; obscenities, profanity, weapons, or pornographic images; represent illegal behavior; harass or discriminate based on sex, race, national origin, ancestry, creed, pregnancy, marital, emotional or learning disability; or advocate pain, death, suicide, violence, or drug use.
- Loose clothing, especially pants/jeans/shorts that expose undergarments. Pants are to be worn at the waist.
- Appropriate footwear must be worn at all times.

The faculty reserves the right to use its discretion in determining the type of clothing appropriate for the school setting.

The student and his/her parents are responsible for the student's compliance with this policy. In the event that a student violates this policy, the student and his/her parent will be notified and the student will be required to change into appropriate attire. Recognized religious wear is exempt from these rules.

[1] Germantown School District Senior Portrait Yearbook Minimum Standard Specifications in compliance with WI State Statute 118.12 (5)1 - If a school board contracts with a person to provide photographs of 12th grade pupils for a school yearbook, the contract may not prohibit a pupil from supplying his or her own photograph for the yearbook, subject to the school board's reasonable specifications.