



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



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://images.jostens.com/0QuEXLQMNkxghujsqswokLA> (Class of 2024); you may or may not need the ID code to fully submit a photo as well—please copy and paste the following if needed: ID: 0QuEXLQMNkxghujsqswokLA
2. Browse to select the photo(s) you wish to upload.
3. Enter information about the photo and provide contact information.
4. Check the box ☒ "I have read and understood the terms and conditions for image usage."
5. Click "Upload Chosen Images".
6. You should receive an email indicating the upload happened.
7. Once advisor approves you can see if your photo was accepted on the Google Site (<https://sites.google.com/gsdwi.org/germantownhighschoolyearbookwi/senior-picture-information>)

CD or Flash Drive Photo Submission

1. If you have a photo that needs submission via a CD or flash drive, please contact Mrs. Von Haden via email (svonhaden@gsdwi.org) for directions on how to submit it.

Image file format

• Image must be submitted in digital format

- o **Image Resolution:** 300 DPI or higher at 2 ½" X 3 ½"
- o **File Size** = approx. 1000 Kb (Slightly smaller sizes are okay; Larger sizes work)
- 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.) Hands will be cropped out, which may distort your photo. Please turn in according to directions.
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 photograph
5. Appropriate dress as defined by Germantown School District's Code of Conduct and the GHS School's Dress Code (no bare shoulders, tattered clothing, tank tops, T-shirts or tube tops).
6. Student-submitted senior portraits must meet the image requirements **and** receive final approval from the yearbook adviser and/or administration.

Questions/Concerns?

Please contact advisor Stephanie Von Haden at svonhaden@gsdwi.org.

Photos must be submitted by the senior student to the yearbook advisor by November 1st
OR

Studios submit photographs to the yearbook advisor by November 1st on behalf of students

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.

Germantown High School Student Dress Code²

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 the fingertips of the student when arms are at the side.
- Clothing that is see-through or otherwise exposes undergarments. All undergarments must be completely covered at all times.
- Long or heavy chains and accessories with sharp or pointed protrusions.
- Any head covering, including sweat bands, hooded shirts, hats and bandanas. Hats, hoods, headwear, bandanas, and sunglasses are not to be worn in the building at any time.
- 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.
- Book bags, purses, back packs, coats and hats are not to be brought to class and must be left in lockers.
- 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.

² Recognized religious wear is exempt from these rules.