

## PFHS Senior Yearbook Information

**Deadlines:**    **Last Friday in September..... Senior portrait due**  
                  **Last school day before Thanksgiving Break ..... Senior ad purchase deadline**  
                  **Last school day before Christmas Break..... Yearbook purchase deadline**

### Senior Portraits:

Senior portraits are not required; all seniors have the option to use their school photo free of charge. Many seniors choose to purchase professional senior portraits. Student names will be listed as their legal name on file with the school. Sorry, no exceptions. Since the photo can be used legally for identification purposes, the following requirements will be in effect for any senior choosing to submit a professional portrait:

#### Portrait format:

- **Vertical shot from the shoulders up** (Horizontal portraits will not be published). **No full length shots.**
- Head size should be 1 ¼ inch from the bottom of the chin to the top of the head
- Include only the senior (no props, animals, or other people)
- Can be inside or outside shot
- No soft focus
- Basic frontal view
- Professional quality (school photo will be used if portrait submitted is not professional quality/resolution)
- Name submitted with picture **MUST** be the legal name on file with the school

#### Dress Code:

- School dress code will be enforced. Please review the excerpt from the PFHS student handbook (Attachment 1).
- Hats, sunglasses, bandanas, or tops with less than two and ½ inch straps will prevent your portrait from being published.
- Notifications will not be given. Your school picture will be used instead.

#### Submission format/instructions:

- Students are responsible for supplying this submission information to their photographers.
- All photos must be submitted electronically through our eShare online file upload site here: <http://www.hjeshare.com>                      The school code is: 2049438
- The eShare file software has its own confirmation page when you have successfully uploaded the file. Please make sure the information is all spelled correctly.
- Digital portraits must be at least 300dpi in jpeg format (cell phone photos will not work).
  - **Pictures will not be accepted via flash drive, email, or hard copy prints.**

The deadline for portrait submission is the **last Friday in September**. The most recent, available ID photo will be used in place of a senior portrait if a senior portrait is not submitted by the deadline or does not meet the above criteria. Final say on the appropriateness of all senior pictures is left to the discretion of the administration.

Only students who are currently enrolled at PFHS by the photo deadline will be included in the senior portraits section of the yearbook. The yearbook staff reserves the right to crop the picture as needed.

A list of senior names who have submitted professional portraits by the deadline will be listed outside the yearbook advisors door once a week. Please allow 24 hours for your name to appear. PFHS Yearbook is not responsible for not publishing your professional photo if your name is not on the list.

### Senior Ads:

Senior ads give the parent or guardian the opportunity to congratulate their student on his or her accomplishments. The deadline for senior ad submission is the **last school day before Thanksgiving Break**. If you are interested in purchasing an ad, see the attached page (Attachment 3/4).

### Purchasing a Yearbook:

You may purchase a yearbook from the business office or online at <https://www.yearbookordercenter.com>. Books must be purchased by the **last school day before Christmas Break**.

**Portrait Dress Code:**

- School dress code will be enforced. Please review the excerpt from the PFHS student handbook below.
- Failure to meet these guidelines will prevent your portrait from being published.

**From the Post Falls High School Student Handout:****STUDENT DRESS**

Post Falls High School is concerned with the health, safety and well being of students and the avoidance of distractions to learning. Students should adhere to personal cleanliness and neatness. Students are expected to dress in a manner that is conducive to a positive learning environment. The following guidelines are requirements for student dress from the time a student arrives at school until the end of the school day

- Skirts, shorts, and “skorts” are to be worn to mid-thigh length
- Sleeveless tops for boys & girls must have 2 1/2 inch straps and not be low cut on the sides
- All clothing must remain in place to cover the belly during normal activity\*
- Shirt/top necklines that expose cleavage are inappropriate for school and are not acceptable.
- No male or female undergarments showing during normal activity\*  
*\*Normal activity consists of walking, sitting, standing, bending, and/or stretching.*
- No sagging pants; all pants must be worn to entirely cover the buttocks.
- Spike collars or bracelets, as well as spikes on backpacks or clothing, are prohibited.
- Hats, caps, visors, hoods, scarves, bandanas, sweatbands, and other such items are not to be worn in the building.
- Face paint/Face masks are prohibited.
- Hats worn in the building will be confiscated and not returned until the end of the school year unless a parent/guardian picks it up.
- Clothing, jewelry, and hats bearing drawings or words related to drugs, tobacco, alcohol, profanity, sexual innuendo, or weapons are not to be worn
- Student athletes will be permitted to wear sports uniforms approved by the principal.

Styles change and the administration reserves the right to deem any attire inappropriate. If you are unsure about any article of clothing, inquire before you wear it. Students who violate the dress code will remain in the office until appropriate clothing is delivered to them. Repeated violation of the student dress code may result in further disciplinary actions.

## **Post Falls High School Yearbook Senior Ads-Due the last school day before Thanksgiving Break.**

Give your senior an everlasting keepsake by purchasing a yearbook senior ad. These ads give you, the parent or guardian, the opportunity to congratulate your senior on his or her accomplishments.

**The deadline for purchasing an ad is the last school day before Thanksgiving Break.**

### **Senior Ads:**

Senior ads give the parent or guardian the opportunity to congratulate their student on his or her accomplishments. The deadline for senior ad submission **is the last school day before Thanksgiving Break.**

**Purchase and create ads online here:** <https://www.yearbookordercenter.com>

- Pictures can be: baby pictures, childhood pictures, or senior pictures, as long as they are school appropriate.
- Pricing information can be found on the order center and start at \$50.
- The yearbook staff reserves the rights to edit your ad if words or pictures are not school appropriate.
- There are a limited number of ad pages. Ads will be accepted until the pages are full on a first come, first serve basis.
- Here is a link to an online ad creation demonstration:  
<https://www.yearbookordercenter.com/index.cfm/video/onlineAdHelp>

### Senior Yearbook Ad Example

Below is the basic format of yearbook senior ad pages (a left and right page are shown). Font and picture placement are not exact as we try to make every ad unique to the student. The dimensions below are only for visualization, they are not the actual size of ads.

Picture	<b>Name</b> 100 character message
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<b>Name</b> 200 character message	
Picture	Picture

Picture	<b>Name</b> 100 character message
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Picture	<b>Name</b> 400 character message	Picture
Picture		Picture

<b>Name</b> 500 character message	Picture
	Picture
	Picture
Picture	Picture