Northeast Yearbook Policy

1. Senior Yearbook Portraits:
* Prestige by Lifetouch is the official photographer for senior yearbook portraits. All yearbook portraits must be taken by Prestige by Lifetouch
* Students must provide the yearbook advisor and or staff with a formal yearbook portrait by November 1st of any given year. Any senior who does not provide the yearbook advisor with a formal portrait by the afore mentioned date will be subjected to having the school issued I.D. picture used in the yearbook.
* Guidelines for attire and backgrounds for senior portrait include:
	1. Plain **blue** background
	2. No hats, props, or pets, etc
	3. No black and white photos
	4. No graphic tee shirts with illicit language or imagery or weaponry visible
	5. All photos should be vertical head and shoulder poses only
1. Photos to be submitted
* No nude or semi- nude photos will be accepted including the baby pictures
* No photos of persons with guns or any type of weapon will be accepted
* No photos with persons smoking or the illusion of will be accepted
* No photos depicting any type of illegal and or risky behaviors will be accepted
* The yearbook advisor and or principal can determine and will have final say on what is deemed inappropriate for print
1. Advertisements
* No sales ads will be accepted from any of the following organizations:
	+ Bars, taverns, night clubs, adult venues, casinos, religious organizations, pro-life or planned -parenthood clinics and or organizations of the such.
	+ No ads will be accepted from any company and or organization that is deemed inappropriate or controversial by the yearbook advisor and or the principal.
1. Yearbook Sales
* Online ordering in strongly encouraged @www.jostens.com
* No partial sales will be allowed online all orders must be paid in full at the time of ordering
* Any yearbook orders placed with the advisor must be paid in full by April 30th of any given year. Cash, checks and money orders are accepted. Checks and money orders should be made out to Northeast Yearbook.
* Any unpaid orders will result in an unpaid bill to the school and **the student** will not be allowed to receive the ordered book until paid in full nor will any student with an unpaid balance be allowed to attend any senior events including but not limited to Field Day. Senior Luau, award banquets, Senior Prom, sign out and or graduate until said bill is paid in full.
* There are no refunds on yearbooks purchased due to the dislike or dissatisfaction of said yearbook. The Northeast Metro Tech Yearbook is by in large created and designed by the students of Northeast. Therefore there will not be any refunds for yearbooks that may have spelling errors. Errors are unfortunate, but, they will not be compensated in any form.
* Any yearbooks that are received damaged or printed upside down will be REPLACED.
* Any ads that are placed and paid for by parents/guardians or businesses that are erroneous after print will be refunded the cost of the AD ONLY.