

P1388 CONTRACTING FOR PHOTOGRAPHS OF PUPILS

BOARD POLICY:

The Division Director of Operations or designee, as requested by an Assistant Superintendent and in consultation with building principals, will invite and receive bids or proposals from commercial studios to take pictures of pupils at designated schools to provide photographs for fall student picture packets and related yearbook services.

Administrative Implemental Procedures:

1. In March, the Assistant Superintendent(s) for Secondary Schools shall request the Purchasing Department develop a request for bid or proposal for photographs of students for the upcoming school year.
 - a. The Purchasing Department, in consultation with a committee of High School principals, will identify the minimum requirements for picture packets, evaluate all submitted proposals and select a vendor to be awarded the contract for all high school sites.
2. In March, the Assistant Superintendent(s) for Secondary Schools and the Assistant Superintendent(s) for Elementary Schools shall request the Purchasing Department develop a request for proposal or bid for photographs of students for the upcoming school year.
 - a. The Assistant Superintendent(s) of Secondary and the Assistant Superintendent(s) for Elementary Schools shall select a committee of principals to determine the minimum requirements for picture packets, evaluate all submitted proposals and select a vendor to be awarded the contract for all middle school and elementary building sites.
3. The principal of each building shall determine the procedure for taking school pictures.
4. The principal shall notify parents: (a) of the purpose and procedure in advance of the date for taking pictures, (b) that they are free to purchase or not purchase the picture packets, (c) that they may purchase other pictures from any studio of their choice, and (d) of the successful bid price.
5. The principal of each building shall establish clearly defined procedures and responsibilities for the collection of money for pictures to assure both understanding and accountability.
6. In order to assure quality and uniformity, the principal shall insist that only those pictures taken by the studio having the contract be accepted for the yearbook. There shall be no charge for the picture in the yearbook.
7. All photographs of pupils are to be taken at the school buildings. Exceptions may be made in unusual circumstances (i.e. absence on the day pictures are taken) with approval by the principal. The packets shall be normally distributed at the school building.
8. Principals may contract with other studios for photographic services other than student picture packets and related yearbook services.

Administrative Responsibility: Elementary and Secondary Education Offices

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