

P1401 DEVELOPMENT OF SCHOOL EMBLEMS

BOARD POLICY:

Each school shall conduct activities necessary to design and develop items emblematic of school traditions, such as school rings, insignia, etc. Information regarding the sale or rental of such items will be disseminated by school personnel. Specific Board policies relating to school rings, yearbooks, and student publications shall be considered when these items are involved.

Administrative Implemental Procedures:

1. Item design and specifications will be identified by personnel of the individual school.
2. School personnel may alter the design and specifications of designated items when it is deemed desirable to do so.
3. Item design and specifications may be reviewed by a local committee of merchants to determine if the description contains adequate information for manufacturers.
4. School personnel are responsible for designating items that meet specifications.
5. Suppliers of emblematic items will be requested for price quotations to be used in the dissemination of information concerning the item.
6. All suppliers of items adjudged to meet official design and specifications are to be informed that pupils may purchase from any of the qualifying suppliers, except when uniformity and/or practicality is considered essential by the school; in such cases, items will be supplied by a single bidder or proposer.
7. Business relative to emblematic items conducted on school property must be conducted at times other than during school hours.
8. Items purchased or rented may be let to the lowest responsible bidder or proposer in accordance with purchasing procedures of the Purchasing Department of Unified School District 259.

Administrative Responsibility: Elementary and Secondary Education Offices

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