

## Administrative Regulation

School Pictures, Procedures for

Procedures for the picture-taking process and the selection of picture companies to appear on the eligibility list will be the responsibility of a district School Picture Committee. The School Picture Committee will be selected annually and shall be composed of one or more representatives of each of the following levels: elementary, intermediate, high school, and the district office, plus parent representatives.

On or before April 1, the School Picture Committee will interview applicants for the purposes of augmenting the approved list of companies for the following school year. Service, price, quality of work, and school references will be determining factors in selection for the approved list. Companies selected will remain on the approved vendor list from year to year until removed by the School Picture Committee. A basic standard picture plan and the price structure must be in writing and approved by the School Picture Committee.

The building principal will be responsible for selecting a picture company from the eligibility list to serve the individual school. The procedures established for taking pictures, setting make-up schedules, securing completed pictures, and collecting money are to be satisfactory to the school principal and must involve a minimum of school time and teacher responsibility. The picture company is to assume liability for all money collected. All prices are to include sales tax and are to be net prices. Discounts and rebates to schools, district employees, or individuals are prohibited.

An annual review of approved vendors will be made by the School Picture Committee to determine eligibility to continue serving the district. Principals are to evaluate annually the quality of school picture services and are to forward the evaluation to the School Picture Committee.

Ref: EC Section 35161

Approved: October 1, 1973

Revised: August 27, 1979

Revised: March 4, 1986

Revised: July 1, 2000