

Adopted:
Revised:

1974
1/21/1982

Saint Paul Public Schools Procedure

512.00

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STUDENTS/PUBLICATIONS/STUDENT YEARBOOKS

Pictures shall be taken by a photographer whose place of business is within the city limits of St. Paul. The contract, insofar as is possible, shall be given to a bidder that has an established place of business and is capable of giving service in accordance with the agreement.

The official photographer shall be recommended by a committee appointed by the principal, the senior class advisor, the student council advisor, three students representing the yearbook, three students representing the student council and three students representing the junior class, or by a vote of the members of the junior class. The committee or the junior class shall make its recommendation to the principal, who shall be responsible for the final award of the contract.

An official yearbook photographer will be designated in each school to take pictures of the seniors for the yearbook. However, the yearbook advisor and/or the principal will recognize special circumstances, and permit the use of pictures taken at a studio other than the official photographer.

The policies herein set forth are to govern all public high schools in the City of St. Paul. Any violation of a contract by a photographer may necessitate the photographer's being excluded from further business with the public high schools.

All St. Paul Public high schools are required to use the form of specifications and bid prepared by the Office of Secondary Education. This statement of specifications shall accompany every contract. No contract shall be for more than one year.

A performance bond shall be a condition of the agreement and is to be furnished by and at the expense of the photographic studio at the time the agreement is signed.

Four (4) copies of the final contract are to be drawn up and signed by the principal, the yearbook advisor, the authorized studio representatives, and the studio owner.

CROSS REFERENCE:

LEGAL REFERENCES: