



POLICIES AND PROCEDURES

POLICY: Photographers

Date Approved: July 6, 1999

Last Reviewed: 2021-2022

Dates of Amendment: May 23, 2017; May 24, 2022

Cross Reference: [Protection of Privacy](#); [The Board's Notice of Collection Use and Disclosure](#); [Consent for the Use and Disclosure of Student Information](#)

POLICY:

1. The Board shall regulate photographing of students within its schools.
2. The Supply Chain and Risk Management Department of the Board shall establish a list of prequalified vendors.

ADMINISTRATIVE PROCEDURES:

1. The Principal will select a photographer from the list of prequalified vendors.
2. Any possible benefit resulting from volume sales will be used for student needs.
3. The Supply Chain and Risk Management of the Board shall review the list of prequalified vendors annually.
4. The school will not be responsible for lost or stolen pictures.
5. Parents should notify the school Principal in writing or by email if they wish to withdraw their child from school class photos or school yearbook photos.
6. Parents must be provided with the contact information of contracted parties for a school class or yearbook photos.



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7. As a condition of the contract, photographers must disclose any copyright retention notices and all intended uses for individual and class photos.