

NON-INSTRUCTIONAL SERVICES: NON-INSTRUCTIONAL SERVICES

PRODUCTS AND SERVICES FOR PURCHASE WITH STUDENT FUNDS

I. PURPOSE

TO ESTABLISH GUIDELINES FOR THE SOLICITATION AND PURCHASE OF COMMEMORATIVE ITEMS, PRODUCTS, OR SERVICES FOR THE PURPOSE OF MAKING THESE ITEMS AVAILABLE FOR SALE TO BALTIMORE COUNTY PUBLIC SCHOOL (BCPS) STUDENTS.

II. PROCEDURES

A. THE SCHOOL PRINCIPAL OR THE SUPERINTENDENT'S DESIGNEE SHALL ASSUME FINAL AUTHORITY, CONTROL, AND RESPONSIBILITY FOR ENSURING THAT THE PURCHASE OF COMMEMORATIVE ITEMS, PRODUCTS, OR SERVICES IS IN THE BEST INTEREST OF STUDENTS WITH REGARD TO PRICE, QUALITY, SERVICE, AND RELIABILITY.

B. ALL CONTRACTS AND AGREEMENTS ENTERED INTO IN ACCORDANCE WITH THIS RULE SHALL BE EXECUTED ON BEHALF OF THE SCHOOL BY THE PRINCIPAL OR THE SUPERINTENDENT'S DESIGNEE.

1. CONTRACTS SHALL BE WRITTEN FOR A PERIOD NOT TO EXCEED ONE SCHOOL YEAR, UNLESS APPROVAL FOR AN EXTENDED PERIOD HAS BEEN AUTHORIZED BY THE OFFICE OF PURCHASING.

2. EMPLOYEES SHALL ENSURE THAT ALL CONTRACTS AND AGREEMENTS ENTERED INTO FOR THE PURPOSE OF THIS RULE ARE AUTHORIZED BY THE BOARD OF EDUCATION OF BALTIMORE COUNTY'S ETHICS CODE POLICIES.

C. ANY PROFIT FROM THE SALE OF SAID ITEMS SHALL BE APPLIED TO SCHOOL ACTIVITIES WHICH DIRECTLY BENEFIT STUDENTS

III. PERMISSIBLE PRODUCTS AND SERVICES

RULE 3130

- A. FOR THE PURPOSE OF THIS RULE, THE GUIDELINES OUTLINED HEREIN SHALL BE APPLICABLE, BUT NOT LIMITED TO, THE PURCHASE OF THE FOLLOWING:
1. SCHOOL JEWELRY, SCHOOL PENNANTS, SCHOOL SPIRIT APPAREL, YEARBOOKS, CAPS, GOWNS, GRADUATION INVITATIONS AND NAME CARDS, VENDING MACHINE ITEMS, AND OTHER SCHOOL-RELATED ACCESSORIES;
 2. SCHOOL SUPPLIES SOLD IN THE SCHOOL STORE FOR PURCHASE BY STUDENTS AND THAT SUPPORT THE CURRICULAR PROGRAM;
 3. STUDENT PHOTOGRAPHS, INDIVIDUAL OR GROUP (INCLUDING SENIOR PICTURES).

RELATED POLICIES: BOARD OF EDUCATION POLICY 1300, *USE OF SCHOOL FACILITIES*
BOARD OF EDUCATION POLICY 3000, *NON-INSTRUCTIONAL SERVICES*
BOARD OF EDUCATION POLICY 3209, *PURCHASING PRINCIPLES*
BOARD OF EDUCATION POLICY 3215, *CONTRACTS*
BOARD OF EDUCATION POLICIES, SUB SERIES 8360, *ETHICS CODE*

RULE
APPROVED: _____

SUPERINTENDENT OF SCHOOLS