

**INCOME FROM SCHOOL SALES AND SERVICES**

Each request for the sale of books, magazines, food, and other materials must be cleared through the principal, and are not encouraged by the Board of Directors. Each request will be decided on its own merits.

The sale of food may only take place after lunch is served. The Director of the Hot Lunch Program must be notified at least three (3) (working) days in advance of the sale.

No student shall be required to purchase materials, and any sales which are approved shall be handled in such a way that no parent or student shall feel under any pressure to make purchases.

A simple running account is to be kept showing all money received for supplies sold to students.

All money received is to be turned in to the school treasurer or the principal for accounting per school system policies and practices.

**Adopted:**       **October 11, 1994**  
**Reviewed:**   **January 22, 2002**  
Reviewed:       March 31, 2009