



**SALE OF SUPPLIES TO STUDENTS**

In general, the Board of Education feels that the schools should not be involved in selling items of equipment and supplies to students any more than is absolutely necessary. However, the Board is cognizant of the occasional need to provide specialized equipment and supply items to students for carrying out educational projects and activities. Discretion will be used by teachers and administrators in planning and carrying out projects that require students to purchase costly items of equipment and supplies from the schools.

In cases where items are sold to students by the school, no profit or loss shall be derived by the district. Charges to the students shall include only the actual costs from the supplier plus any mailing, delivery or handling charges. All such monies received by the district shall be deposited and the amounts entered in the proper receipt accounts.

No school district employee may receive for his/her personal benefit anything of value from any person other than his or her employing school district to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any public school pupil while on the property of his or her employing school district or at an activity of his or her employing school district.

A school may sell instructional supplies or materials to pupils subject to the following procedures and guidelines:

1. The instructional program warrants the sale of the supplies or materials.
2. The price of the item or materials is economically advantageous for the pupil.
3. A list of instructional supplies that are being sold by the school shall be on file with the building principal.

**Policy 654 Continued:**

4. School personnel, as private individuals, shall not sell supplies or materials to pupils.
5. No particular source or brand of school supplies or materials shall be designated to pupils under any circumstances.
6. The principal shall be responsible for accounting for these funds and any proceeds shall be used for student purposes.

Legal Reference(s): Wisconsin Statutes 188.12  
946.13

Adopted: December 1973  
Revised: August 1986  
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