

<p style="text-align: center;"><b>CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY</b></p>	<p style="text-align: center;"><b><u>CURRICULUM AND INSTRUCTION</u></b> <b>Sale of Items Produced in the Course of Instruction</b></p>	<p style="text-align: center;"><b>645</b></p>
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The Superintendent is authorized to develop procedures to regulate the sale of items produced and/or of services rendered in the course of instruction, such as in various vocational programs. All employees involved in transactions of this nature are responsible for informing themselves of the procedures to be followed and records to be maintained and for assuring that all administrative requirements are met.

The sale of such items and/or services is not anticipated to be of such volume that it will create competition with local businesses. Any item sold shall be priced such that the amount charged will cover the costs of materials, supplies, any parts used, and of insurance. Charges, except for materials and supplies, will be waived for students enrolled in the course and for not-for-profit organizations.

The school Principal shall be responsible for seeing that the proper records of sales are maintained in his school. All receipts are to be accounted for as a club or class activity and are subject to all the regulations relating to funds of the individual schools.

The sales of class curriculum projects where funds are given by the Board to complete the project are to be returned to the Board for future use. (Example: Funds to build a house for carpentry class.)