

## **MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS**

The Board of Education will provide textbooks and other instructional materials and equipment which are necessary to meet the curriculum requirements and special instructional needs of students.

All instructional materials and equipment of the district shall be classified and catalogued according to an acceptable system. Textbooks shall be made available to all children in sufficient quantity and at appropriate levels so that they are optimally useful to each child.

All textbooks purchased by and in the possession of the district shall be and remain district property. The administration shall be responsible for textbooks assigned to teachers, and for an inventory of all books.

Each teacher shall keep an accurate record of books issued to students. When a textbook is lost or destroyed, the student responsible shall be required to pay for another copy; for a damaged book, the student shall pay for a portion thereof.

Every book issued shall bear the stamp of the district.

All media materials and equipment shall be adequately maintained.

Adopted: February 9, 1983

Revised: January 18, 1999