

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

All instructional materials and equipment of the school district will be classified and catalogued. Textbooks will be made available to all students in sufficient quantity and at appropriate levels so that they are optimally useful to each student, and so that every teacher can meet both the planned curriculum sequence and the special instructional needs of the students.

- A. All textbooks purchased by the schools are school property. Principals will be responsible for textbooks assigned to teachers, and for conducting an inventory of all books at the end of the school year.
- B. Each teacher will keep an accurate record of books issued to pupils. When a textbook is damaged or lost, the pupil responsible will be required to pay for the damaged or lost book.

Every book issued will bear the stamp of the school district.

All media materials and equipment will be adequately maintained. Obsolete materials and worn-out equipment will be replaced with new materials and equipment on a regular basis.

Adopted	01/12/82
Reviewed	05/24/88
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