

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

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, and so that every teacher can meet both the planned curriculum sequence of the district and the special instructional needs of the children.

All textbooks purchased and in the possession of the district shall be and remain district property. Principals shall be responsible for textbooks assigned to teachers, and for conducting an inventory of all books at the end of the school year.

Each teacher shall keep an accurate record of books issued to their pupils. When a textbook is damaged or lost, the pupil responsible shall be required to pay for the damage or another copy.

Every book issued shall bear the stamp of the district.

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

Adopted:       October 4, 1994  
Revised:       December 10, 1996