

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

In an effort to reduce educational costs and to promote individual responsibility for public property, the Board establishes the following policy:

1. All students shall be issued the necessary textbooks for course work.
2. Adequate receipted records shall be kept on all textbooks issued to students and will indicate the condition of the book at the time it is issued (new, good, fair).
3. Students who fail to return issued books are required to pay the cost of replacing them.
4. A student who attempts to return a book in such condition as to be unusable by another student will be required to retain the textbook and pay the cost of replacing it.
5. Parents of students using textbooks shall be notified of the student's responsibility for the proper care of textbooks, and of the parents' or guardians' responsibility to pay for any textbook which is lost or appreciably worn or damaged.

Proposed: 05/26/92

Adopted: 06/15/92

Revised: 03/20/00