

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

1. All students shall be issued the necessary textbooks for their course work.
2. Adequate receipt records shall be kept on all textbooks issued to students and will indicate the condition of the book at the time it was issued (new, good, fair).
3. Students who fail to return issued textbooks will be charged the cost of replacing them.
4. Students who attempt to return a book in such condition as would make it unissuable to another student will be instructed to retain the textbook and will be charged for it.
5. Parents of students using textbooks shall be notified of the student's responsibility in caring for textbooks properly and of the parents' or guardians' responsibility in paying for any textbooks which are lost or appreciably damaged.

DATE:

Adopted:

Reviewed:

Revised: May 3, 2005

Cancellation: