File: EDB

MAINTENANCE AND CONTROL OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS AND EQUIPMENT

In an effort to reduce educational costs and to promote individual responsibility for public property, the Committee shall establish the following policy:

- 1. All students shall be issued the necessary textbooks and other instructional materials (workbooks, manipulatives, supplementary texts, etc.) for their course work.
- 2. Adequate receipted records shall be kept on all textbooks, instructional materials and/or equipment issued to students and will indicate the condition of the materials and/or equipment at the time it was issued (good, new, fair).
- 3. Students who fail to return issued textbooks, instructional materials and/or equipment are required to pay the cost of replacing them.
- 4. Students who attempt to return a book in such condition as would make it unable to be issued to another student will be instructed to retain the textbook and will be required to pay the cost of its replacement.

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