

Policies of the Board of Education

Series 700: Instruction

**MAINTENANCE AND CONTROL OF
INSTRUCTIONAL MATERIALS**

741-Rule

The following regulations will govern the issuance of textbooks and supplies:

- 1) All textbooks will be numbered and marked as the property of the school.
- 2) Students will be issued textbooks free of charge for their course work.
- 3) Principals will develop a register of all books and supplies issued to students. They will see that they are used with care and returned at the appropriate time.
- 4) Students will be held responsible for any loss or damage to books issued to them.
- 5) Students may be allowed the use of textbooks during the summer with the permission of the building principal. They will deposit with him/her a guarantee for the return of such books in good condition at least one week before the opening of the fall term.

Legal Ref.: Sections 120.13(5)

Cross Ref.: 361, Textbook Selection and Adoption
362, Instructional Materials Selection
363, Special Interest Materials

Adopted: 1/10/83

Revised: 4/22/91
March 1994
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Waunakee Community School District