

**EQUIPMENT AND SUPPLIES MANAGEMENT:
INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING
CMD (REGULATION)**

TEXTBOOKS

Textbooks for all courses, both elementary and secondary, will be made available to students as early as possible in the semester. Teachers will inventory textbooks by state textbook number at the conclusion of each semester.

LOST BOOKS

Documentation of a lost textbook must include the following:

1. Evidence that the book was issued by number.
2. Evidence that the book was inventoried at the end of the term immediately preceding its loss.
3. Evidence of attempts to recover the lost book, such as copies of letters, telephone records, home visits, etc.

Any textbooks recovered after having been declared lost will be returned to the textbook custodian for reissue unless the book has been paid for by the student or parent.

TECHNOLOGY

Students are responsible for any electronic device that is issued to them by the district and students must comply with the district's data use agreement when using district issued equipment.

APPROVED – JANUARY 2015