

# **GUIDELINES FOR MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS**

## **Policy 741 Rule**

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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 district.
2. Teachers will keep a register of all books and supplies issued to their students. They will see that they are used with care and returned at the appropriate time.
3. Students will be held responsible for any loss or damage to books issued to them.
4. Students may be allowed the use of textbooks during the summer with the permission of the 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 References:**

### **Cross References:**

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