

MATERIAL RESOURCES MANAGEMENT

- 1.0 Wherein possible the district shall provide for the central purchasing, receiving, warehousing, and distribution of supplies, equipment and material common to the requirements of all schools. All materials needed for instruction, business, and custodial operations of the individual schools shall be ordered from the central office when available from that source.
- 2.0 Textbook Records and Control. When students are issued district-owned books, two complete copies of records shall be made. One will be kept by the teacher and one in the principal's office. The record shall include the specific number of the book, the book's age at the time it was issued (new, one year old or more), and the name of the student to whom issued. The parents of children using free textbooks shall sign a book consignment slip which will hold them responsible should the book be damaged or lost.
- 3.0 Each teacher shall conduct regular book inspections. When a textbook is damaged, the student responsible shall be required to pay an assessment.

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