

SERIES 700 – SUPPORT SERVICES

Materials Resource Management (740)

Maintenance and Control of Instructional Materials (741)

The Norwalk-Ontario-Wilton Board of Education will provide textbooks and other instructional materials and equipment which are necessary to meet curriculum requirements and special instructional needs of students. The District Administrator will establish regulations pertaining to the acquisition, inventory, maintenance, and replacement of textbooks and instructional materials, and equipment, including library books, reference materials, audio-visual aids, and special instructional materials.

The following is a set of regulations that will govern the management of instructional materials:

- Any teacher who orders instructional materials must catalog and inventory the materials upon their arrival to the school.
- All textbooks will be numbered and marked as property of the school district.
- Teachers will keep 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.
- Students will be held financially responsible for any loss or damage to books or instructional materials issued to them.

Legal Reference: Section 120.12(5), 120.49(5)(7) Wisconsin Statutes

Approved: 1/16/12