## MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

Instructional materials and equipment of the District shall be classified and catalogued according to an acceptable system. Textbooks and other equipment and supplies as approved by the Board shall be made available to all children in sufficient quantity and at appropriate levels so that they are optimally useful to each child, and so that every teacher can meet both the planned curriculum sequence of the District and the special instructional needs of the children.

All books, courses of study, materials and equipment issued to teachers remain the property of the District. Principals shall be responsible for textbooks, equipment and materials assigned to teachers and for an inventory of all such materials at the end of the school year. Each teacher shall be responsible for keeping an accurate record and collection of books, technology, equipment and supplies issued by the teacher to students.

LEGAL REF.: 120.10(15) - Wisconsin Statutes

120.13(5) - Wisconsin Statutes

**APPROVED:** October 29, 1985

August 19, 2013 **MAY 13, 2019**