

# Myrtle Point School District 41

Code: **EDBA**  
Adopted: 5/10/04  
Orig. Code(s): EDBA

## **Maintenance and Control of Instructional Materials**

All instructional materials and equipment of the district shall be catalogued according to an acceptable system. Textbooks shall be made available to all students in sufficient quantity and at appropriate levels so that they are optimally useful to each student, and so that every teacher can meet both the planned curriculum sequence of the district and the special instructional needs of the students.

All textbooks purchased by and in the possession of the district shall remain district property. Principals shall be responsible for textbooks assigned to teachers, and for conducting an inventory of all books at the end of the school year.

Each teacher shall keep an accurate record of books issued to his/her students and the condition of a book issued to a student. If a textbook becomes lost, the student responsible shall be required to pay for another copy. Charges for damaged books will also be assessed to students who damage the materials.

Every book issued shall bear the stamp of the district and shall be numbered.

All media materials and equipment shall be adequately maintained and inventoried. Obsolete materials and worn-out equipment will be replaced on a regular basis.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.107](#)  
[ORS 332.172](#)