

**ACCOUNTABILITY OF INSTRUCTIONAL MATERIALS**

All textbooks and student laptops/Chromebooks shall be labeled prior to being issued to students.

The principal is accountable for the materials at the school. A proper inventory must be completed each year and records maintained in the school.

Students are responsible for the care of instructional materials (including, but not limited to, textbooks, library books, calculators, computers, software, and lab materials) loaned to them. Students are expected to pay the district the replacement cost of lost or damaged materials.

For all fees for lost or damaged learning materials, a proper receipt must be issued with a copy retained in the school for audit purposes. The collected fees are to be submitted to the SAU business office with an appropriate transmittal record.

Students losing instructional materials during the year are expected to pay for the lost materials prior to being issued replacements.

Prior to final check-out each year, teachers must submit to the principal an appropriate inventory of materials to them, and any fees collected or expected for damaged/lost materials.