

# Maintenance & Control of Instructional Materials

Waunakee Community School District

**Policy #361  
Rule**

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The following regulations will govern the issuance of textbooks and supplies:

1. All textbooks will be numbered and marked as the property of the school.
2. Students will be issued textbooks free of charge for their course work-, unless approved by the Board of Education
3. Each school building will develop 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.
4. Students will be held responsible for any loss or damage to books issued to them.
5. Students may be allowed the use of textbooks during the summer with the permission of the building principal.

Legal Ref.:                Sections     120.13(5)

Cross Ref.:              361, Textbook Selection and Adoption  
                              362, Instructional Materials Selection  
                              363, Special Interest Materials  
                              361.1 Selection of Textbooks  
                              361.1 Exhibit Request for Reconsideration of Library Media Materials

**Adoption Date:** 1/10/83

**Revised:**     4/22/91  
                      March 1994  
                      June 2002  
                      July 2024