

**TEXTBOOK RECORDS AND CONTROL**

When students are issued district-owned books, either free or for a rental charge, the teacher shall keep records of issuance. The record shall include the specific number of the book, the book's age at the time it was issued, and the name of the student to whom it was issued.

Every book issued should bear the stamp of the Maquoketa Valley Community School District.

Each teacher shall conduct regular book inspections. When a textbook is damaged, the student responsible shall be required to pay an assessment.

LEGAL REFERENCE:

DATE OF ADOPTION: January 14, 1981

DATE OF REVIEW: November 21, 2005

DATE OF REVISION: December 19, 2005

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT  
DELHI, IOWA 52223