

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
File: EDB

**MAINTENANCE AND CONTROL OF MATERIALS**

The district administration shall assure that proper records are kept on all textbook and related materials, supplies, and equipment owned by the district.

Records shall include district records on the issuance of such items to schools, school records on the issuance of such items to teachers, and teacher records on the issuance of books and other instructional items to students.

School, staff members, and students shall be held responsible for items that have been issued for their use.

Current practice codified 1977

Adopted: date of manual adoption