



## STANDARD POLICIES AND PROCEDURES

<p><b>POLICY NAME</b> <b>INSTRUCTIONAL MATERIALS</b></p>	<p>Section: D Policy Number: 2 Effective Date: Original Review Date:</p>
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### **Textbooks**

Textbooks that are required will be provided to students free of charge. The Head Administrator or designee is responsible for the cataloging and enforcing regulations related to textbook distribution and storage. Compensation will be the students' responsibility in case of loss or unnecessarily damaged textbooks.

### **Other Instructional Materials**

The same standards and policies apply to library books and various materials such as (but not limited to) booklets, videotapes, DVDs, computers, film etc. that supplement the instructional program.