
Note: For provisions regarding instructional materials, care and accounting, see CMD(LEGAL). For provisions regarding selection and adoption of instructional materials, see EFA.

Resources regarding [instructional materials ordering and distribution](#)¹ can be found on the TEA website.

INSTRUCTIONAL
MATERIALS
COORDINATOR

The instructional materials coordinator will maintain a system for managing and distributing instructional materials, which will include accurate records of all instructional material transactions.

The Board has designated the following person as the instructional materials coordinator:

Name: Libana Z. Milender

Position: Instructional Technology Curriculum Coordinator

Address: Curriculum & Instruction Building

P.O. Drawer 428002

304 Las Vacas St.

Del Rio, Texas 78841

Telephone: (830) 778-4010

REVIEW

The instructional materials coordinator will ensure copies of all instructional materials used by the District are maintained and made available for review upon request.

RESPONSIBILITY FOR
INSTRUCTIONAL
MATERIALS AND
EQUIPMENT

Students are responsible for all instructional materials and technological equipment issued to them.

At the end of each course or when the student withdraws from the course, each student must return to the teacher, in acceptable condition, all instructional materials and technological equipment issued to the student. [See CMD] Teachers will inventory instructional materials and technological equipment at the conclusion of each course or when a student withdraws from a course and will document any instructional materials or equipment not returned in acceptable condition.

Consumable or other instructional materials that the District does not intend to use for another student are not required to be returned by the student or inventoried by the teacher.

Documentation of lost instructional materials or technological equipment must include the following:

LOST INSTRUCTIONAL
MATERIALS AND
EQUIPMENT

1. Evidence that the instructional material or technological equipment was issued to the student.
2. Evidence that the instructional material or technological equipment was inventoried at the annual inventory immediately preceding its loss, if applicable.
3. Evidence of attempts to recover the instructional material or technological equipment, such as copies of letters, telephone records, home visits, and the like.

¹ Resources regarding instructional materials ordering and distribution:
http://tea.texas.gov/Academics/Instructional_Materials/