

## **Instructional Materials**

### Section A - Introduction

The Board of Education is committed to the development of an informed and responsible citizenry. As elected community officials, the Board of Education recognizes its responsibility to be sensitive to community standards in the performance of its duties. The Board of Education also recognizes that, in a pluralistic society, differing points of view exist that cannot be ignored because of partisan or doctrinal preferences. Thus, the Board of Education affirms each student's access to Instructional Materials that reflect a variety of values and perspectives and entrusts to the professional judgment of the administration and teaching staff the selection of appropriate Instructional Materials. To ensure a comprehensive and balanced education, principle and reason, not personal opinion or prejudice, should guide the selection of materials. Materials shall not be excluded because of the race, nationality, political, or religious views of the author/creator.

All District classrooms and learning centers should be equipped with an evenly proportioned assortment of Instructional Materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
2. Stimulate growth in factual knowledge, literary appreciation, aesthetic values, critical thinking, and ethical standards;
3. Present varied points of view concerning the problems and issues of our times -- international, national, and local -- so that students may develop under guidance the practice of critical reading and thinking;
4. Spur the interest and enlightenment of all students;
5. Depict in an accurate and unbiased way the diversity and pluralistic nature of American society, and
6. Contribute to a sense of the worth of people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, viewpoint, morals, or other differences that may exist.

### Section B - Definitions

Instructional Materials - Resources approved, purchased, and provided by the Board of Education or those required to be purchased by students (either directly or by loan, per Section F below) that support the curriculum.

### Section C - Approval Process

1. The Board of Education will approve and make available to students all required textbooks and other Instructional Materials that are required for any approved curricular offering, including those required to be purchased by students.
2. Supplemental materials that have not been approved by the Board of Education, may be provided so long as each student is given the option to choose alternate materials that, in the teacher's judgment, would satisfy the course requirements.

### Section D - Availability of Materials for Public Inspection

Any member of the public may inspect any textbook or other Instructional Material upon request. Any complaint regarding instructional materials may be brought pursuant to Policy 9050 Procedures - Concerns Regarding Curriculum or Related Instructional Materials.

### Section E - Supplemental Materials

Teachers are encouraged to use supplemental material when it will enhance, or otherwise illustrate, the subjects being taught, and are to ensure, prior to any use, that such material is age-appropriate. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions also apply to television programs and other media with equivalent criteria.

### Section F - Procurement and Distribution of Materials

The school bookstore will stock approved Instructional Materials and other materials used in school. To facilitate the orderly processing of requests for material purchasing, the materials list for each class shall be finalized by April prior to the upcoming school year.

Instructional Materials may be loaned to students through the assessment of a student fee (Board Policy 4:141), or sold directly to students. Materials loaned to students must be returned in an acceptable rental condition, including, but not limited to:

- No water damage;
- No broken spine or binding;
- No tears in or taping on the covers;
- No missing, torn, or loose pages;
- No burn, fire, or smoke damage; and
- No odor of any kind.

Musical instruments that are utilized in a school's instrumental music program may also be loaned to students. Each school will be responsible for procuring and maintaining an inventory of musical instruments for loan to students through the assessment of a student fee (Board Policy 4:141). Any student borrowing a musical instrument will be required to submit a contract signed by the student's parent/guardian with the following provisions:

- A description of the musical instrument assigned to the student for the school year.
- The student fee that will be assessed to the student's financial account for renting the musical instrument.
- Acknowledgment that the student will assume all costs of repairs for the musical instrument that are necessary to be made during the school year, except for repairs that are considered normal wear and tear. Normal wear and tear is defined as:
  - Woodwinds: Pads and corks can be expected to wear out in normal use.
  - Brass: Lacquer finish can be expected to wear off at places on the musical instrument where it is in frequent contact with the body.
  - Strings: Strings, bow hair, and bridges can be expected to wear out in normal use.
- Acknowledgment that the student will assume full responsibility for the cost of replacement in the event the musical instrument is lost or stolen.

Students that do not return Instructional Materials loaned to them by the last day of the school year, or return such Materials in a non-acceptable rental condition, will be assessed a financial obligation in the amount of the school purchase price for replacement and the cost of shipping and handling such replacement.

The price for any Instructional Materials sold directly to students will be set as follows:

- If sold directly by the school, the price will include the school purchase price and the cost of shipping and handling (105 ILCS 5/28-8);
- If sold by a designated agent, the price will not exceed 110% of the school purchase price (105 ILCS 5/28-9).

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase Instructional Materials or to pay required fees (105 ILCS 5/28-19.2). Students unable to purchase Instructional Materials or pay required fees shall be advised of the financial assistance program as outlined in Board Policy 4:140.

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