

# OLDHAM COUNTY BOARD OF EDUCATION POLICY

## INSTRUCTIONAL MATERIALS

4080

References: KRS 156.400-156.445; KRS 157.100-157.190; KRS 158.190; KRS 158.260; KRS 160.330; KRS 160.345; 704 KAR 3:455; No Child Left Behind Act of 2001

Selection of instructional materials and textbooks is the responsibility of the SBDM Council in each school (KRS 160.345(2)(g)) or in schools where no SBDM Council exists, selection of instructional materials/textbooks are the responsibility of the principal or a committee appointed by that individual. The SBDM council shall have a policy related to identification of appropriate materials for use in a school pursuant to KRS 160.345(g).

Instructional materials include; textbooks, video or audiotapes, supplementary reading materials, computer accessed information, and other items used by teachers as part of instructional activities.

### 4080.01 CHALLENGED MATERIALS

Policies related to challenged materials in schools with school based decision-making councils are found in schools' SBDM council policies. With regard to appropriateness of selected materials, individuals have those rights that are guaranteed in the First Amendment of the Constitution. All materials are available for review by parents, students or other community members at the school where they are being used. Any teacher concerned about material should review it with the principal prior to use.

The steps to follow if any parent or student expresses a concern about any instructional material being used in the school are outlined in the SBDM council policy, pursuant to KRS 160.345(i)(6).

Any person not satisfied with the SBDM council's decision regarding a challenged material has appeal rights as outlined in the Board's policy on SBDM, OCBE Policy 1070.14.

### 4080.02 RESPONSIBILITY FOR DISTRIBUTION OF INSTRUCTIONAL MATERIALS

The Superintendent or his/her designee shall be responsible for ordering all instructional materials and textbooks purchased under the state textbook and grant programs. Items are shipped directly to the school that requested the items. School staff are responsible for receiving and distributing all items. The responsibility for proper care of these materials following distribution shall be in accordance with State law and State Board Regulations. The principal of each school is responsible for keeping an accurate inventory of all instructional materials and textbooks purchased and for ongoing verification of the accuracy of that inventory.

### 4080.03 FREE MATERIALS

In general, those materials required as part of the regular instructional program will be provided for no additional fee to parents or students beyond the basic fee specified in Policy 4050, except in cases of consumable materials or those which become the property of the student.

### 4080.04 SELECTION OF INSTRUCTIONAL MATERIAL

#### SCHOOL MEDIA CENTER MATERIAL:

##### Objectives of Selection:

The primary objective of the school's education media center is to implement and support the educational program of the school. It is the duty of the center to provide a wide range of materials of all levels of difficulty, with diversity of appeal, and the presentation of different points of view. To this end, the Board reaffirms the premise stated by the American Association of School Librarians and the Association of Educational Communications and Technology that *"the mission of the library media program is to ensure that students and staff are effective users of ideas and information."* In order to fulfill that mission, the responsibility of the library media center is to:

- provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- provide a background of information, which will enable pupils to make intelligent adjustments in their daily life.

# OLDHAM COUNTY BOARD OF EDUCATION POLICY

## INSTRUCTIONAL MATERIALS

4080

*References: KRS 156.400-156.445; KRS 157.100-157.190; KRS 158.190; KRS 158.260; KRS 160.330; KRS 160.345; 704 KAR 3:455; No Child Left Behind Act of 2001*

- provide materials on opposing sides of controversial issues so that young citizens can develop under guidance the practice of all media.
- provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage.
- place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center.

### RESPONSIBILITY FOR SELECTION OF MATERIALS:

#### Textbooks/General Instructional Materials:

The responsibility for the selection of textbooks and general instructional materials is delegated to the SBDM council at each school. Selection of all instructional materials is to be based on the school's improvement plan.

#### Criteria for Selection of Instructional Materials

Needs of the individual school based on knowledge of the results of student assessments, the instructional program and existing materials in the school, form the basis of the school's acquisition of instructional materials/textbooks. Only materials that meet the needs identified in the school's improvement plan, and are research or evidence-based, are to be purchased. Materials for purchase are considered on the basis of overall purpose; timelines of permanence; importance of the subject matter; quality of the writing and production; readability and popular appeal; authoritativeness; reputation of the publisher/producer; reputation and significance of the author/artist/composer/producer, etc.; format and price.

#### 4080.05 PROVISION OF TEXTBOOKS

Subject to available funding, the Board provides or rents instructional materials or textbooks to students in all areas of the instructional program including: Language Arts (English, spelling, writing), Reading, Literature, Foreign Languages, Mathematics, Science, Health, Social Studies, Music, Art, Humanities, Practical Living and vocational studies.

#### 4080.06 TEXTBOOK RENTAL

The Board may provide textbooks for rental in all appropriate classes at the high school level, and all students will be required to pay a rental fee for each class in which a textbook is used. The fee, which will be consistent with Kentucky Department of Education guidelines, will be required whether a textbook is assigned to each student or classroom sets are provided. The rental fee may be waived for students eligible for the federal free/reduced lunch program.

#### 4080.07 RIGHTS OF STUDENTS/PARENTS/GUARDIANS REGARDING INSTRUCTIONAL MATERIALS AND CURRICULUM

The Oldham County Board of Education recognizes and abides by the provisions of the Hatch Amendment in so far as they specify activities which require student (if the student is eighteen or older or otherwise emancipated) or parental/guardian (if the student is a minor) consent, regardless of the funding source for any such activity. The student or parent/guardian has a right, upon their request, to inspect all instructional materials.