

Policy Information

Series 7000 - Instruction

Instructional Materials

Policy # 7230, 2.3

POLICY

2002

7230

Instruction

SUBJECT: INSTRUCTIONAL MATERIALS

The Genesee-Livingston-Steuben-Wyoming Board of Cooperative Educational Services is legally responsible for all matters relating to the operation of the division.

The responsibility for the selection and handling of instructional materials is delegated to the professionally trained personnel employed within the Instructional Services Division.

Selection of materials involves many people: principals, teachers, supervisors and medical specialists. The responsibility for coordinating the selection of instructional materials and making the recommendation for purchase rests with the professionally trained media personnel.

Every effort will be made to have available the materials teachers and administrators deem necessary to provide a quality education. To this end, BOCES will, as a matter of policy, continue to make available as wide a range of materials as possible in a variety of formats. Genesee Valley BOCES will give a preference in the purchase of instructional materials to vendors who agree to provide instructional materials in alternate formats as detailed in the Alternate Format Instructional Material Plan on file in the BOCES purchasing office.

BOCES will continue to stress the importance of having the teacher preview all materials used with pupils both as sound educational practice and to determine the propriety of the materials in any given teaching situation.

BOCES has neither the authority nor the desire to dictate what instructional materials the schools districts will use.

The ultimate decision regarding the appropriateness of any BOCES' supplied instructional materials for use with pupils in the component schools is the direct responsibility of the teachers, administration, and Boards of Education of the component school districts and not with the Board of Cooperative Educational Services.

Objection to Instructional Materials

- a. Any complaint regarding library materials is to be submitted to the building librarian. A complaint pertaining to a textbook is to be submitted to the appropriate administrator.
- b. Upon receipt of a complaint of library material, the building librarian will inform the building principal and the coordinator of library services of the facts involved in the complaint. If the complaint pertains to a textbook, both the building principal and the program coordinator, if applicable, are to be notified.

The Assistant Superintendent for Instructional and Planning shall be informed.

- c. No further action will be taken unless the appropriate form is submitted in writing and signed by the complainant.
- d. If the complaint pertains to library materials, the coordinator of library services will review the complaint and seek resolution. Likewise, a textbook complaint will be reviewed by the appropriate administrator and the Assistant Superintendent for Instruction and Planning will be consulted.
- e. If resolution of a complaint regarding library materials cannot be effected, the Media Selection Committee consisting of the building principal, the coordinator of library services, the building librarian, the appropriate subject matter coordinator(s) and a classroom teacher will review the complaint and recommend what action should be taken. If resolution of the complaint appears unlikely, the District Superintendent will be informed at the earliest possible state. If a complaint regarding a textbook cannot be resolved, the District Superintendent will be informed at the earliest possible stage.
- f. Any unresolved complaint will be submitted to the District Superintendent who may:
 - 1. Seek resolution;
 - 2. Submit the complaint to the Board of Cooperative Educational Services.

Board Approved

7/18/95

9/17/02