

Instruction

Instructional Services

1. Books and Materials

Textbook and resource selection is the responsibility of the Chief Academic Officer with the approval of the Board of Education. Committees of parents, teachers and administrators, chaired by the Executive Director of Curriculum and Instruction or his/her designee, study available textbooks and materials for recommendation and presentation to the Superintendent.

The Chief Academic Office will maintain a list of textbooks approved by the Board of Education. This list will be updated each September and filed with the Board of Education clerk.

Textbooks approved by the Board are rented to students at a fee based upon the cost of replacing books. The fee is set by the Chief Finance Officer for all District schools and is used to defray the cost of these new books and of workbooks consumed each year. Book rental fees are paid at the student's school or on the District website. A written or digital receipt is given for the monies received.

Students damaging or losing books will pay for the cost of replacing books. Unpaid fines will be on the student's record on file in the Student Information System until resolved.

The District recognizes teachers may from time to time choose to supplement or add to the materials and supplies provided by the District. The purchase of these materials may be at the teacher's expense. Prior to the purchase of copyrighted or trademarked materials, the teacher will seek approval from their principal or supervisor. All supplemental materials must be in alignment with the District approved curriculum and teaching strategies. The Executive Director of Curriculum and Instruction should be consulted for all questions or appeals.

2. Equipment and Materials

Once approved by the Board of Education, all textbooks and instructional materials will be ordered in time for implementation on the first day of the next school year. Exceptions would include delay of shipment from vendors or back-ordered it

Legal Reference: Wis. Stat. § 118.03 (1), (2)

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