

**Policy**

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INSTRUCTIONAL SERVICES AND RESOURCES

The Plainfield Board of Education believes that personnel and materials appropriate to the needs of the school program must be available to each pupil and teacher.

To be in compliance with the requirements of federal law, the Board of Education directs the Chief School Administrator to distribute curriculum materials and instructional supplies to the schools in such a way that equivalence of such materials is ensured among the schools. Staff assignments shall comply with this directive.

It will be the administration's responsibility to set up and maintain such central services for curriculum materials, including audiovisual materials, as are needed, and appropriate channels through which teachers and pupils will be supplied with these resources.

The Board shall provide a diversity of instructional resources including textbooks and other printed materials, audio-visual aids and devices, laboratory and shop materials and equipment that are necessary to implement the district and school educational goals and objectives and meet pupil needs. The Board will endeavor to provide the supportive resources and personnel necessary for teachers to implement the approved curriculum in their classrooms and work effectively with children.

The instructional resources shall be used in a way that will:

- A. Enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
- B. Stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- C. Present opposing sides of controversial issues so that young citizens may, under guidance, develop the practice of critical reading and thinking;
- D. Represent the many religious, ethnic and cultural groups and their contributions to our American heritage;
- E. Provide an effective basic education for all students;
- F. Allow sufficient flexibility for meeting the special needs of students; and
- G. Provide sufficient variety, quantity and quality to implement the instructional program effectively.

Materials and equipment shall be located as close to the student and teacher as is economically feasible, and in sufficient quantity so as to be easily available. The Chief School Administrator shall provide the board with recommendations for the acquisition of instructional resources consistent with the budget. The selection process shall include:

- A. The review and recommendation for selection of textbooks by teaching staff members, particularly those teachers who will be using these textbooks as an integral part of the instructional program; and
- B. The opportunity for review by the students, parents or guardians and community, of those textbooks recommended by teaching staff members.

INSTRUCTIONAL SERVICES AND RESOURCES (continued)

The Board of Education, by law, reserves the right to make the final textbook selection decision. However, prior to final adoption, the recommendations resulting from each review will be given thorough consideration.

When a school fails to achieve adequate yearly progress as defined by the state for two consecutive years, all provisions in federal law shall be followed.

In addition, there will be a media resource center and media specialist to offer children instruction and teachers assistance in selecting and using learning resources.

**Adopted: August 18, 2009**

Key Words

Instructional Services, Instructional Resources

**Legal References:** N.J.S.A. 18A:34-1 Textbooks; selection; furnish free with supplies; appropriations  
N.J.A.C. 6A:7-1.4 et seq. Responsibilities of the district Board of Education  
N.J.A.C. 6A:8-2.1 Authority for educational goals and standards  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
N.J.A.C. 6A:32-14.1 Review of mandated programs and services

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Manual for the Evaluation of Local School Districts

**Possible**

**Cross References:** \*3220/3230 State funds; federal funds  
\*4113/4114 Assignment; transfer  
\*4213/4214 Assignment; transfer  
\*5145.4 Equal educational opportunity  
\*6121 Nondiscrimination/affirmative action  
\*6141 Curriculum design/development  
\*6142.2 English as a second language; bilingual/bicultural  
\*6161.1 Guidelines for evaluation and selection of instructional materials  
\*6171.3 At-risk and Title 1  
\*6171.4 Special education

\*Indicates policy is included in the Critical Policy Reference Manual.