



Book	Board of Trustees Policy
Section	800 Operations
Title	Instructional Materials Use Policy
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Agora Cyber Charter School

Board of Trustees Policy

INSTRUCTIONAL MATERIALS

The Board of Trustees (“Board”) of the Agora Cyber Charter School (“Charter School”) to the extent of its resources shall support its educational programs with the best available books and instructional materials.

Textbooks, library books, and instructional materials are those approved by the Board, obtained as a result of an official selection procedure, and made accessible for student use. Instructional materials include textbooks, reference books, other supplementary titles, all audiovisual materials, maps, library books, and all other instructional materials. Textbooks include: books, kits, filmstrips, cassettes, tapes, computer programs, computer documentation, computer software, video cassettes, video disks, DVDs and all other materials intended for instruction in the classrooms.

The Chief Executive Officer (“CEO”) or his/her designee shall develop a procedure for the selection of books and materials and make recommendations for Board approval.

Selection Guidelines

A formally defined selection procedure shall be established and made known to staff and community.

Content of titles selected shall be in accordance with professional criteria of validity, democratic consideration of respect for all people, adherence to the adopted curriculum, and the abilities and maturity of the student user.

Wherever possible, materials shall represent the many religious, racial, ethnic, and cultural groups and their contribution to the heritage of the United States.

Examination of available offerings shall be made by professional staff who, if advisable, may consult with non-school representatives.

Each selected work shall be factually accurate and possess literary or artistic value.

In textbooks where controversial issues are discussed, opposing viewpoints shall be presented.

A listing of all approved books and instructional materials shall be prepared for use by staff and available for public examination.

Inventories shall be maintained to assist in requisitioning.

Wherever possible, use of textbooks for home study shall be encouraged.

All students shall be held accountable for damage or loss of such books or materials in accordance with procedures developed by the CEO or his/her designee.

No student shall be denied use of required books or materials because of financial need.

Complaint Procedure

If a complaint is received by Charter School personnel concerning educational materials, the CEO shall provide for procedures to hear fully the substance of the complaint and to review the material at issue in order to come to a decision. Such procedures will allow for:

- Form for complainant to complete and submit with reason(s) as to disagreement with specific textbook, instructional material or portion thereof.
- Notification that challenged materials will be kept in use during the reconsideration process.
- Review of challenged material by the CEO in conjunction with the Principal and Curriculum Coordinator and any other Administration or staff with expertise.
- Determining general acceptance of the material by reading reviews and consulting recommended lists.
- Determining the extent to which the material supports the curriculum.
- Meeting with complainant to discuss substance of complaint and Administration's response as a result of the review process.
- Completion of a written decision with reasons based on the review process and notification to complainant of ability to present any disagreement with decision to the Board of Trustees.
- Retention or withdrawal of challenged materials as decided by the Board of Trustees.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.