

**ARTICLE EIGHT  
CURRICULUM AND INSTRUCTION**

- A. **Reference Materials:** The District agrees to continue to make available to employees the reference materials maintained by the District. Principals are encouraged to provide additional reference materials of high use in schools where feasible.
- B. **Materials:** The District agrees to provide the following materials to the degree finances permit: educational computer software, appropriate texts, library reference facilities, maps, globes, laboratory equipment, current periodicals, standard tests and questionnaires. Adequate and appropriate testing materials, including one (1) complete test kit and an adequate supply of test forms for each test recommended by the current District procedures for identifying exceptional students, shall be provided for each psychologist. The administration and employees shall seek and use the textbooks and supplementary materials which reflect the role and the contribution of minority groups to the history and the scientific and social development of the United States and which do not reflect stereotyping of sex roles or otherwise reflect adversely upon persons because of their sex.

Special subject teachers, who are asked to work with students before or after school, shall be provided with reasonable funds when requested by the teacher and approved by the administration for such programs. Except in case of emergency, expenditures in excess of the amounts approved by the principal shall not be reimbursed. An emergency shall be determined by the principal and such determination shall be made in a reasonable manner.

Itinerant teachers who provide hospital/homebound instruction will be provided a wireless internet card or other technology to ensure internet access for use in their duties.

- C. **Typing/Copying Equipment:** The District agrees to make available and accessible in each school: typing equipment, copying facilities, and computer equipment with internet access to aid employees in the preparation of instructional materials. Unreasonable restrictions shall not be placed on employees' use of equipment.
- D. **Media Center:** The District will make every effort to continue to provide a media center staffed by a media specialist in each school to supplement and complement the required curriculum.

- E. **Submission Of Grades:** All instructional employees shall not be required to submit grade reports until two (2) hours after the beginning of the planning day following the end of the grading period except for elementary schools, where end of year grades shall be submitted two (2) days prior to the last student attendance day. Career and technical center employees shall submit student grades within three (3) working days prior to the end of any grading period. No employees shall collect postage or money for postage nor to otherwise prepare student report cards for mailing to students.
  
- F. **Psychologists Information:** Psychologists shall have the right to refuse data or requests, which they consider to be invalid to the diagnostic process based on District and State requirements.
  
- G. **Changing Grades:** The employee shall maintain the right and responsibility to determine grades and other evaluations of students within the policies of the District and affected State Statutes. Any request to change a grade shall be made in writing to the employee and shall result in a conference with the employee, the principal, the Chief School Performance & Accountability Officer and a BTU representative.