

## 6161.1/Selection of Instructional Material

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **6000**  
CATEGORY: **Instruction**  
POLICY CODE: **6161.1/Selection of  
Instructional Material**

### SELECTION OF INSTRUCTIONAL MATERIAL

#### Policy Statement

It is the responsibility of the Trumbull Board of Education to provide appropriate instructional material.

Selection of texts, library books, and other materials, including software, will be guided by recommendation of appropriate members of the professional staff. District regulations will promote periodic Board review of instructional materials including textbooks and digital resources.

Ensuring equivalence of materials and instructional supplies provided by the Board is the responsibility of the Superintendent.

It is also Board policy that a procedure for review of criticized or challenged material shall be in place.

Forms to support the implementation of this policy will be developed and reviewed periodically by the Superintendent of Schools or his/her designee.

Adopted: 9/16/1980  
Revised: 2/27/1991, 8/2/2005,  
11/15/2016

#### References

- 20 U.S.C. §6777 The No Child Left Behind Act
- Trumbull Board of Education Policy Code 3520.13: Student Data Protection
- Trumbull Board of Education Policy Code 4118.5: Staff Network/Internet Use
- Trumbull Board of Education Policy Code 6121: Equivalence in Staffing and Instructional Materials
- Trumbull Board of Education Policy Code 6121.4: Non-Discrimination in Instruction/Classroom
- Trumbull Board of Education Policy Code 6141: Curriculum Development

**Regulations**

I. Selection

A. Basic Criteria

1. Provide information and experiences that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity of the students served.
2. Provide information and experiences that will stimulate growth in conceptual and factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information which will enable students to make intelligent judgments in their daily lives.
4. Provide information on opposing sides of controversial issues so that young citizens may develop, under guidance, skills in critical analysis.
5. Provide information which is non-discriminatory in terms of religion, race, sex, and ethnic background, and which is representative of the various viewpoints which contribute to our heritage and its role in the modern world.
6. Provide equivalent materials and instructional supplies to students in all schools.

B. Selection Procedures

1. Textbook Resources

- i. Textbooks to be used in District schools must be selected in accordance with procedures articulated by the Director of Curriculum, Instruction, and Assessments, and must be reviewed by the Board Curriculum Committee and approved by the full Board of Education prior to purchase. Core textbooks are considered those that must be used by all students for attainment of curricular goals; supplemental textbooks are those that will be used by some students for attainment of curricular goals.
- ii. Textbook(s) approved for any course of study will be integrated into the curriculum guide for that course of study during the ongoing course development process.

2. Digital Learning Resources

- i. Digital learning resources to be used in District schools must be selected in accordance with procedures articulated by the Director of Curriculum, Instruction, and Assessments, and the Director of Digital Learning.
- ii. Digital learning resources approved for any course of study will be integrated into the curriculum guide for that course of study during the ongoing course development process.

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3. Library Media Center and Learning Commons Resources
    - i. In each building, the library media specialist will recommend to the building principal instructional material for use in the library media center and learning commons.
  4. Selection and use of instructional material are not to occur outside of the parameters indicated in Board-approved curriculum guides and the procedures delineated above. The Board of Education assumes no responsibility for the use of instructional material outside those parameters.
- II. Review of Materials
- A. Parents/guardians have the right to inspect any instructional materials, regardless of format, used as part of the educational curriculum.
  - B. Notification of the above regulation will be given to parents/guardians and students annually through the student handbook.
- III. Review of Criticized or Challenged Materials
- A. Criticized or challenged materials shall be brought to the attention of the building principal or the Director of Curriculum, Instruction, and Assessments.
  - B. The complainant must document his/her concerns in writing, clearly identifying the source of the criticism or complaint. The written complaint should be forwarded to the building principal or the Director of Curriculum, Instruction, and Assessments. A building principal receiving such a complaint should forward it to the Director of Curriculum, Instruction, and Assessments.
  - C. Upon receipt of a written complaint related to criticized or challenged materials, the Director of Curriculum, Instruction, and Assessments will review the objections of the complainant, speak to the complainant, convene an ad hoc committee if necessary to review the appropriateness of the criticized or challenged material, and decide whether the criticized or challenged material should be removed from the instructional program. The Director of Curriculum, Instruction, and Assessments will advise the Superintendent on the disposition of the complaint.
  - D. If the complainant's appeal is not resolved at the Director of Curriculum, Instruction, and Assessments' level, an appeal may be made to the Superintendent.
  - E. If the complainant's appeal is not resolved at the Superintendent's level, an appeal may be made to the Board of Education.