

## SELECTION OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

### **Responsibility**

The Regional School District No. 7 Board of Education is legally responsible for all matters relating to the operation of the school district. All textbooks and other instructional materials purchased by the school district for use in the instructional program shall be approved by the Board of Education.

Though it has the final responsibility, the Regional School District No. 7 Board of Education will establish an Instructional Materials Selection Committee who will make recommendations to the Board concerning all textbooks and required instructional materials under consideration for adoption by the Board.

This committee will be selected from the professional staff employed by the school system and will include administration, department heads, teachers, and media specialists.

### **Guidelines in Selection of Textbooks and Instructional Materials**

- A. The two primary objectives of the school's textbooks and instructional materials are to implement, enrich, and support the educational program of the school, and to insure the preservation of the students' rights to learn in an atmosphere of academic freedom. Purchase of all educational materials shall be within the school district's financial capabilities.
- B. Textbooks and instructional materials should provide information and experiences that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards, taking into consideration the varied interests, abilities, and maturity of the students served.
- C. Books shall be specifically considered for their factual accuracy and integrity, as well as for format, presentation, and general appeal.
- D. Every effort will be made to provide material that presents all points of view concerning the problems and issues of our times, including international, national, and local, so that students may learn to develop critical and intelligent judgments in their daily lives. This will include information representative of the many religious, ethnic and cultural groups and their contributions to our heritage and its role in the modern world.
- E. Textbooks and other required instructional materials will be selected to place principle above personal opinion and reason above prejudice in order to insure knowledge of and practice of democratic principles.

Administrative Regulations to Policy 6161  
Selection of Textbooks and Instructional Materials

I. PROCEDURES FOR TEXTBOOK SELECTION AND ADOPTION (Subject to review of administration)

- A. The administration of Regional School District No. 7 will determine the members of the Instructional Materials Selection Committee. The membership in the committee should be broadly representative of:
1. Teachers competent in the area of content covered by the print or non-print material.
  2. Administrators, directors, and supervisors appropriate to the level and/or subject for which material is used.
  3. A media specialist shall serve on the review committee.

All teachers will be given the opportunity to evaluate textbooks being considered for their teaching area or grade level.

- B. The committee will be charged with selection and review of materials consistent with the Board's philosophy and the District's financial means.
- C. The recommendation of the Instructional Materials Selection Committee will be presented to the Board through the Superintendent.
- D. All members of the Board will be given the opportunity to review and examine each textbooks and a form accompanying it prepared by the committee, giving publishing facts, and outlining reasons for its selection. (See Attachment 1)

II. CHALLENGED INSTRUCTIONAL MATERIALS

The Regional School District No. 7 Board of Education will challenge attempts at censorship of textbooks and instructional materials in order to maintain the school's responsibility to provide the information and enlightenment under democratic principles. The principles of Freedom to Read and the respect for professional judgment of the staff must be defended.

However, if questions arise concerning the selection of materials, the following procedures will be employed:

- A. Complainant shall submit a formal complaint in writing to the Instructional Materials Selection Committee on the form known as "Citizen's Request for Reconsideration of Instructional Materials." (See Attachment 2)

Administration Regulations to Policy 6161  
Selection of Textbooks and Instructional Materials (continued)

II. CHALLENGED INSTRUCTIONAL MATERIALS (Continued...)

- B. The materials under question will be read and examined according to:
  - 1. general acceptance of the material
  - 2. values and faults against each other in consideration of the material as a whole and not on passages pulled out of context.
- C. A report will be prepared by the Instructional Materials Selection Committee and filed with the principal, superintendent and Board of Education, and the report will be sent to the complainant.
- D. The complainant shall be advised of his/her right to appeal to the Board of Education of Regional School District No. 7.
- E. The administrative regulations under Policy #1312 – Complaints and Concerns apply.

Reference: Regional School District No. 7 Board of Education  
Policy #1312 – Complaints and Concerns

Legal Reference: Connecticut General Statutes  
10-221 Boards of Education to prescribe rules.  
10-222a Boards to have use of funds derived from repayment for school materials.  
10-228 Free textbooks, supplies, materials and equipment.  
10-229 Change of textbooks.  
*President's Council, District 25 v. Community School Board no. 25*, 457 F.2d 289 (1972), cert. denied 409 U.S.C. 998 (Nov. 1972)  
*Minarcini v. Strongville City School District*, 541 F.2d 577 (6<sup>th</sup> Cir. 1976)  
*Island Trees Union Free School District Board of Education v. Pico*, 457 US 853 (1982)  
Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

**TEXTBOOK EVALUATION**

**Book Desired:** \_\_\_\_\_

**Author:** \_\_\_\_\_

**Publisher & Year of Publication:** \_\_\_\_\_

**Cost:** \_\_\_\_\_

**Major Strengths:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number Of Copies Expected To Be Purchased:** \_\_\_\_\_

**Course In Which Book Is To Be Used:**\_\_\_\_\_

**Book Being Replaced: Title:**\_\_\_\_\_

**Author:**\_\_\_\_\_

**Publisher:**\_\_\_\_\_

**Date of Publication:**\_\_\_\_\_

**Reading Level and Statement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Committee Approval:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Citizen's Request for Reconsideration of Instructional Materials**

**Author:**\_\_\_\_\_ **Hardcover** [ ] **Paperback** [ ]

**Title:**\_\_\_\_\_

**Publisher (If Known):**\_\_\_\_\_

**Request Initiated By:**\_\_\_\_\_

**Telephone:**\_\_\_\_\_ **Address:**\_\_\_\_\_

**Town:**\_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:**\_\_\_\_\_

**Complainant Represents:** [ ] **Himself/Herself**

[ ] **Name of Organization or Group:**\_\_\_\_\_

1. **To what in the book do you object? (Please be specific: cite pages):**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **What do you feel might be the result of reading this book?**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **For what age group would you recommend this book?**\_\_\_\_\_

\_\_\_\_\_

4. **Is there anything good about this book?**\_\_\_\_\_

\_\_\_\_\_

5. **Did you read the entire book?** [ ] **Yes** [ ] **No** **What Parts?**\_\_\_\_\_

\_\_\_\_\_

6. **Are you aware of the judgment of this book by literary critics?**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. **What do you believe is the theme of this book?**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. **What would you like your school to do about this book?**\_\_\_\_\_

\_\_\_\_\_

[ ] **Do not assign it to my child**

[ ] **Withdraw it from all students as well as from my child**

[ ] **Send it back to the English Department office for re-evaluation**

9. **In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?**\_\_\_\_\_

\_\_\_\_\_

**Date:**\_\_\_\_\_ **Signature of Complainant:**\_\_\_\_\_