

**6161.1/Selection and Reconsideration of
Instructional Material**

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

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

**SELECTION AND RECONSIDERATION 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 prompt review of criticized or challenged material shall be in place.

Statement Regarding the Review and Reconsideration of Educational Materials

The Trumbull Public Schools Board of Education understands that, on occasion, a member of the public will wish to lodge a complaint against instructional material used in the classroom or available in the school library/media center. Consideration of requests to reconsider and remove material, displays, or student programs is limited to individuals with a vested interest. An individual with vested interest may challenge any Library Materials or other educational materials, display, or student program by initiating a review of such material via the submission of a request for reconsideration form.

It shall be the policy of the Trumbull Public Schools Board of Education that the removal, exclusion or censoring of any book shall not occur on the sole basis that a person with a vested interest finds such book offensive. No Library Material or other educational material, display, or program shall be removed from library media centers, or programs be canceled, because of the origin, background, or viewpoints expressed in such material, display, or program, or because of the origin, background, or viewpoints of the creator of such material, display, or program. Library Material or other educational materials, displays, and student programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.

Until a final decision is made, any Library Material or other educational material being challenged shall remain available in the curriculum or school library media center according to such material's catalog record and be available for a student to reserve, check out, or access.

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The Trumbull Public Schools may consolidate any requests for review and reconsideration of the same challenged Library Material and other educational material. Once a final decision has been made on any Library Material or other educational material, such material cannot be subject to a new request for review and reconsideration for a period of three years.

Definitions

"Library Materials" means any material belonging to, on loan to or otherwise in the custody of a school library media center, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material not required as part of classroom instruction.

"Education Materials" means any material belonging to, on loan to or otherwise in the custody of a school, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material required as part of classroom instruction.

"School library staff member" means a school library media specialist, school librarian, any certified or non-certificated staff member whose assignment is in the school library or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

"Individual with a vested interest" means any school staff member employed by the Trumbull Public Schools or a parent or guardian of a student currently enrolled in the Trumbull Public Schools ~~a school~~ at the time a reconsideration form is filed, or any student currently enrolled in a school at the time a reconsideration form is filed.

"Remove" means deliberately taking materials out of a library's collection or classroom. **"Remove"** does not include the process of clearing such collection of any materials that are no longer useful.

General Library Provisions

Any school library media specialist or school library staff member who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Adopted: 9/16/1980
Revised: 2/27/1991, 8/2/2005,
11/15/2016, 4/7/2026

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References

- 20 U.S.C. §6777 The No Child Left Behind Act
- Connecticut Public Act 16-189: An Act Concerning Student Data Privacy
- Connecticut Public Act 18-125, An Act Concerning Revisions to the Student Privacy Act
- Connecticut Public Act 17-200, An Act Concerning Revisions to the Student Privacy Act of 2016
- 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
- Public Act No. 25-168

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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.
7. Only ***“individuals with a vested interest”*** may initiate the review or reconsideration of any instructional materials.

B. Selection Procedures

1. Textbook Resources

- i. Textbooks to be used in District schools must be selected in accordance with procedures articulated by the Assistant Superintendent of Teaching and Learning, 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 Assistant Superintendent for Teaching and Learning 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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iii. All Digital resources must be approved by the Director of Digital Learning as compliant with the current Connecticut Data Privacy Act.

II. Review of Materials

- A. Parents/guardians have the right to inspect any Library Materials and/or 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. Individuals with a vested interest may initiate the review or reconsideration of any Library Materials and other educational materials, display, or student program by submitting the request for recommendation form to the principal of the school in which the library and other education materials are being challenged.
- B. Criticized or challenged materials shall be brought to the attention of the building principal or the Assistant Superintendent of Teaching and Learning.
- C. The complainant must complete the Request for Reconsideration of Materials form, clearly identifying the source of the criticism or complaint. The form should be forwarded to the building principal or the Assistant Superintendent of Teaching and Learning. A building principal receiving such a complaint should forward it to the Assistant Superintendent of Teaching and Learning.
- D. Upon receipt of the complaint related to criticized or challenged materials, the Assistant Superintendent of Teaching & Learning will promptly 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 Assistant Superintendent of Teaching and Learning will advise the Superintendent on the disposition of the complaint.
- E. If the complainant's appeal is not resolved at the Assistant Superintendent of Teaching and Learning's level, an appeal may be made to the Superintendent.
- F. If the complainant's appeal is not resolved at the Superintendent's level, an appeal may be made to the Board of Education.