

## **INSTRUCTION**

### **SELECTION OF LEARNING RESOURCE MATERIALS**

The primary objective in the selection of learning resource materials is to implement, enrich, and support the curriculum and further the achievement of Region #14's instructional goals. The school district is dedicated to providing a wide range of materials on all levels of difficulty with diversity of appeal and the presentation of different points of view.

The term "learning resource materials" refers to any material with instructional content or function that is used for formal or informal teaching/learning purposes, including all library media materials. All learning resource materials purchased by the school district shall be acquired in accordance with this policy and accompanying administrative guidelines. Textbook adoptions shall be approved by the Board of Education in accordance with relevant law. Textbooks are defined by the state as that resource which provides 50% or more of the information upon which the program of instruction is based. While the Board of Education recognizes this definition of textbooks, the textbooks are resources and are not the Region #10 curriculum.

#### **Guiding Principles for the Selection of Learning Resource Materials**

The responsibility for recommending textbooks for approval by the Board and reviewing and selecting all other learning resource materials is delegated to the professional personnel employed by the school district. The professional staff is responsible for recommending learning resource materials which provide information and experiences that:

1. Implement, enrich and support the curriculum, taking into consideration the varied interests, abilities, needs, and maturity of the students served.
2. Stimulate growth in factual and conceptual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Enable students to make intelligent judgments in their daily life.
4. Provide opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media.
5. Accurately present the achievements and accomplishments of individuals and groups from all ethnic and racial backgrounds and of both sexes.
6. Place the principle of open access to ideas above personal belief and reason above prejudice.
7. Are free of bias and intolerance in the areas of gender, race, color, religion, age, national origin, marital status, sexual orientation and disability.

## **Criteria for the Selection of Textbooks**

In addition to the guiding principles for the selection of learning resource materials, textbooks recommended to the Board of Education for formal approval and adoption shall be selected based upon the following criteria:

- Correlation with the district's curricula described in the individual subject area or course curriculum
- Significant value for instructional use based upon selection guidelines for the subject area's essential curriculum
- The level of difficulty of languages and of ideas for students who will use the material
- Stimulation of student thinking, reasoning, factual and conceptual knowledge, literary appreciation, and active participation in dialogue related to the instruction
- Inclusion of the most recent thinking, trends, and issues in the subject area
- Integration of technology and/or digitally generated information/processes
- Support for research-based instruction and assessment strategies to develop student skills and monitor student achievement
- Adaptability to students' individual needs
- Supports aesthetic values, ethical standards, and character development
- Balanced and accurate presentations in text and illustrations
- Reflection of the pluralistic, multi-ethnic nature of our society, past and present
- Representative of Connecticut's foundation skills including literacy, numeracy, technology, character, citizenship and diversity
- Sustained skill, topic, and concept development throughout grade level/course and transition (where appropriate) to next grade level/course in sequence
- Format and price

## **Procedure for Recommending textbooks for approval by the Board of Education**

1. Textbook recommendations shall be submitted to the Board of Education's Curriculum Committee by April 15<sup>th</sup> of each school year.
2. Textbooks are screened and recommended for adoption by the Board using the curriculum committee's textbook adoption form.
3. Samples of textbooks must be submitted along with the textbook adoption proposal form for review by the curriculum committee and the Board of Education.
4. Textbooks should be included in the curriculum maps under *Resources*.

## **Criteria and Procedure for the Selection of all Other Learning Resource Materials**

The specific criteria and procedures for selecting all other learning resource materials (non-textbook) shall be established by administrative regulations entitled "*Guidelines for the Selection and Reconsideration of Learning Resource Materials.*" With regard to library media materials, library media specialists shall be responsible for coordinating and selecting materials for the school library media center with purchase authorization made by the elementary school principal or Supervisor of Language Arts and Library Media at the secondary level.

## **Requests for Reconsideration of Learning Resource Materials**

Challenges or objections to learning resource materials shall be made in accordance with the administrative regulations entitled *Guidelines for the Selection and Reconsideration of Learning Resource Materials*. Every reasonable effort will be made to resolve complaints informally through discussion with the appropriate school personnel. Formal requests for reconsideration of learning resources materials shall be processed by a Reconsideration Committee appointed by the Superintendent (or designee).

Textbooks are formally adopted by the Board of Education and requests for reconsideration of an approved textbook shall be referred to the Superintendent of Schools. The Superintendent shall have the authority to attempt to resolve textbook complaints informally. Formal requests for reconsideration of textbooks shall be processed by the Board of Education. In such cases, the Board shall serve as the Reconsideration Committee and will follow the procedure outlined in the *Guidelines*. In reviewing a request for reconsideration, the Board shall include district curriculum leaders associated with the textbook in question.

### Legal Reference:

#### Connecticut General Statutes

10-18a Contents of Textbooks and Other Instructional Materials

10-221 Boards of Education to Proscribe Rules, Policies & Procedures

10-228 Free Textbooks, Supplies Materials, Equipment

10-229 Change of Textbooks