

Instruction

Textbooks and other Learning Resource Materials- Selection and Adoption

It is the policy of the New Milford Board of Education to provide learning resource materials that support and enrich the curriculum and further the achievement of the school system's instructional goals.

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. Adoption of new textbooks shall require a two-thirds vote of all the members of the Board, notice of such intended change having been previously given at a meeting at least one week prior to the vote. Textbooks are defined as the primary or basic reading for students in a particular subject and/or student section in a semester or during an entire school year, and that resource which provides 50% or more of the information upon which the program of instruction is based. Supplemental and reference books shall not be considered to be textbooks.

Guiding Principles for the Selection of Textbooks and other 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 textbooks and selecting other learning resource materials which provide information and experiences that:

1. Stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values;
2. Implement, enrich, and support the curriculum, taking into consideration the varied interests, abilities, needs, and maturity of the students served;
3. Help students to develop abilities in critical reading and thinking;
4. Provide balanced views concerning the international, national, and local issues and problems of the past, present, and future;
5. Be free of bias and intolerance in the areas of gender, race, color, religion, age, national origin, marital status, sexual orientation, and disability;
6. Accurately present the achievements and accomplishments of individuals and groups from all ethnic and racial backgrounds and of both sexes.

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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

The administration will develop and review administrative rules outlining a procedure to select textbooks and other learning resource materials which meet the above criteria. This procedure shall include analysis, evaluation, and recommendation by professional staff.

Requests for Reconsideration

Challenges or objections to a textbook or other learning resource material shall be made in accordance with administrative regulations. 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 the Superintendent of Schools. Challenges to textbooks shall be reviewed by the Board of Education.

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Requests for Reconsideration (continued)

Challenges to other learning resource materials shall be reviewed by the Superintendent of Schools. If the complainant disagrees with the decision of the Superintendent of Schools, he/she may request that the Board of Education review the matter. If the Board declines to review the matter, the decision of the Superintendent of Schools shall be final. If the Board of Education agrees to review the matter, the Board shall involve appropriate school district personnel.

Legal reference: Connecticut General Statutes
 10-18a Contents of textbooks and other general instructional materials
 10-221 Boards of education to proscribe rules, policies & procedures
 10-228 Free Textbooks, supplies, materials and equipment
 10-229 Change of textbooks

Policy adopted: June 10, 2003
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NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut