

Instruction

Equipment, Books, and Materials

Criteria for Selection of Materials and Resources

Material content is considered in terms of its consistency with and enhancement of the curriculum, and its contribution to the necessary balance of educational resources.

Instructional materials and resources will:

1. Support and be consistent with the general educational goals of the district and the objectives of specific courses.
2. Enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
3. Be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
4. Increase the students' knowledge of concepts for the purpose of serving student educational needs.
5. Stimulate growth in literary appreciation, aesthetic values, and ethical standards.
6. Provide differing views of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
7. Be carefully balanced to include various points of view on any controversial subject.
8. Be free of bias in terms of gender, race, religion, age, color, national origin, marital status, sexual orientation, and disability.

Procedures to be Followed in the Selection of Educational Materials

The Stafford Board of Education has full responsibility for all materials relating to the operation of the Stafford Public Schools. The responsibility for the selection of educational materials is delegated through the Superintendent of Schools to the school principals and other professional personnel.

In evaluating and selecting materials for use, the selector will:

1. Appraise the existing resources.
2. Consult curriculum guides and course outlines.
3. Solicit recommendations and opinions of administrators, teachers, department chairs, curriculum team leaders subject specialists, library media specialists and others knowledgeable in the field.
4. Review reputable and reliable publications distributed by nationally recognized professional organizations such as:

A.A.S.A. American Association of School Administrators
A.C.A. American Council for the Arts
A.L.A. American Library Association
A.P.A. American Psychological Association
A.S.C.D. Association for Supervision and Curriculum Development
N.A.E.S.P. National Association of Elementary School Principals
N.M.S.A. National Association of Middle School Principals
N.A.S.S.P. National Association of Secondary School Principals
N.C.T.E. National Council of Teachers of English
N.S.T.A. National Science Teachers Association
N.C.S.S. National Council for the Social Studies
N.C.T.M. National Council of Teachers of Math

Complaint Procedure

Before any material whose appropriateness is challenged in writing is removed from the instructional program for all students, the following procedures shall be observed:

- a. All complaints to staff members shall be reported by the staff member to the Principal, whether received by telephone, letter, e-mail or in personal conversation. The Superintendent will be notified by the Principal.
- b. In an effort to resolve the complaint on an informal basis the complainant will confer with the teacher or department chairperson, fill out the appropriate form and submit it to the Principal. A copy will be sent to the Superintendent.
- c. If the complaint is not resolved with the teacher within 3 school days and if the complainant wishes to meet with a review committee, the Principal will call together a review committee. The committee will consist of four members of the professional staff: the teacher receiving the complaint, a teacher from the same academic level or department, and two members from the professional staff from other levels. The committee shall meet with the complainant to hear or discuss the nature of the complaint. A written summary of the findings and recommendations will be submitted by the committee to the Principal within 3 school days.
- d. The Principal shall review the findings and recommendations of the committee, make a decision, and notify the complainant of the decision within 3 school days. The appropriate form is to be completed and a copy will be sent to the Superintendent of Schools.
- e. If the complainant is still not satisfied, he/she may ask to meet with the Superintendent in the presence of the Principal. The Superintendent will respond within 3 school days.
- f. If the complainant is still not satisfied he/she may request a hearing before the Board of Education. The Board of Education will attempt to hear the complaint and the recommendations of the staff and Superintendent as soon as practical.

g. The Board of Education shall take final action based upon the hearing and recommendations made.

Procedures for Review Committee

1. Study and review all materials referred to you.
2. Review the basis for selection of the materials and the academic freedom policy.
3. When appropriate, review and examine outside sources and evaluations of the material.
4. Review the usage, effectiveness, relevance and value of the material. Normally, passages or parts should be considered in a total context. Judge the material for its strength and value as a whole. Educationally, the impact of the entire work may be more important than the words, phrases, or incidents out of which it is made.
5. Invite complainant to meeting.
 - a. Distribute copies of completed written complaint.
 - b. Give complainant an opportunity to express concerns.
 - c. Distribute reviews of the material to the complainant and to the committee members when available.
 - d. Distribute copies of challenged materials as available.
6. Prepare recommendations and submit a written report to the Principal, to be presented by the Principal to the complainant. Alternative recommendations will be considered.

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. Strongsville City School District, 541 F.2d 577 (6th 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)

Regulation approved: October 4, 2004