

SELECTION AND ADOPTION OF LEARNING MATERIALS

I. Introduction

The Lebanon Board of Education provides learning materials that support and enrich the curriculum and further the achievement of the school system's instructional goals. Learning materials shall be selected by certified staff with expertise in the area included in the materials. All learning materials should present balanced views concerning the international, national, and local issues and problems of the past, present, and future. Learning materials should:

1. Provide materials to stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
2. Promote good citizenship and community responsibility among all students.
3. Provide materials that will help students develop abilities in critical reading and thinking.
4. Provide materials to help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. Provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, sexual orientation or disabilities.
6. Allow sufficient flexibility for meeting the special needs of individual students and groups of students.

II. Primary Learning Materials

A primary learning material or item is defined as that which provides 50% or more of the course content or which is required for all the students in a particular class to use (i.e., options or alternates are not provided to students). Primary learning materials may include, but are not limited to, traditional textbooks, paperbacks, novels, videos, media kits, and software.

All required primary learning materials must be formally adopted by the Board of Education. In general, primary learning materials will be adopted by the Board of Education when a curriculum area has been reviewed and revised according to the five-year district curriculum cycle, or when a new course is approved for inclusion at the high school level. Learning materials added to courses at other times should also be adopted by the Board of Education. For the most part, new curricular materials will be approved by the Board in the spring or early summer for the beginning of the next school year in the fall, or in November when new courses for the following year are approved.

III. Primary Learning Materials Selection Procedure

Curriculum committees or textbook selection committees will be established when a new curriculum area or areas is due for revision. Members of this committee will complete the necessary evaluation forms and submit any recommendation to the appropriate Principal(s). The Principal will review the materials before forwarding the recommendations to the Superintendent. The evaluation documents and a sample of each item to be adopted will be

presented to the Curriculum Subcommittee. Following the introduction of the materials, but prior to the subsequent Board vote at a next full meeting, the materials will be available for public inspection at the Lebanon Public Library.

(Note: A place on the evaluation forms will ask the reviewer if possible objections may arise to the material. The Curriculum subcommittee may recommend the materials under question be reviewed by a review panel appointed by the Board of Education)

IV. Supplemental Learning Materials

Supplemental learning materials are optional items or items which provide course assignments for individual students, small groups of students or support instruction for a short period of time. Principals, Department heads or team/unit leaders are responsible for approval of supplemental learning materials

V. Complaints About Learning Materials

Materials considered “objectionable” are those that may be offensive to multiple readers/users, based on the professional judgment of the reviewer. Occasional objections to materials will be made. The Request for Reconsideration of an Instructional Item form must be completed by the complainant.

However, censorship of learning material shall be challenged in order to maintain the school’s responsibility to provide information and enlightenment.

1. The final decision for using challenged reading matter shall rest with the Lebanon Board of Education.
2. No parent or group of parents may request curriculum modifications for students other than their own children.
3. Any parent who wishes to request reconsideration of the use of any book in the school must make such a request in writing. Forms provided by the building principals may be used.
4. Challenged instructional materials shall remain in use in the schools pending a final decision.

VI. Procedure for Handling Complaints

1. The person making a complaint should discuss concerns with the classroom teacher to understand why and how the material will be used in class.
2. If the person chooses to continue with the complaint, she/he will contact the Superintendent of Schools. If the complaint is not resolved the complainant must submit the complaint in writing to the Superintendent of Schools. The person making the challenge may complete the district form.
3. The Superintendent reviews the complaint and if unable to resolve it, forwards it to the Board of Education Curriculum subcommittee.
4. The material(s) under question may be reviewed by a review panel appointed by the Board of Education Curriculum subcommittee.
5. Values and faults shall be weighed and the decision will be based on the materials as a whole.

6. A report shall be written by the Review Panel and submitted to the Board of Education and the complainant within thirty (30) calendar days of the complaint.
7. The Board of Education will make the final determination.

VII. Sample Review Panel - Composition

Actual composition of the review panel will be determined by the Lebanon Board of Education based on the nature of the complaint and personnel available. Possible membership may include the following positions:

- Guidance Counselor
- Administrator
- Psychologist
- Classroom Teacher (from grade level and/or subject to which text or instructional material is assigned)
- Media specialist
- Reading Consultant/Specialist
- Board Member
- Parent
- Subject area specialist in the area being reviewed

Note: The committee may utilize the services of an outside consultant, although the consultant will not be a member of the committee.

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.

**LEBANON PUBLIC SCHOOLS
PRIMARY LEARNING MATERIAL RECOMMENDED FOR ADOPTION**

Title: _____

Author: _____

Publisher: _____

Fiction Nonfiction Other Media _____

Literary Recommendations (ALA, LJ, etc.): _____

Curriculum committee or department submitting: _____

Reading Level: _____ **Interest Level:** _____ **Recommended for Grade/Subject:** _____

This item is:

- _____ (1) a replacement for an existing item, or
- _____ (2) a new item for new or revised course or for guided reading collection.

How does this book relate to the curriculum?: _____

For what purpose will this book be used?: _____

Is there any material in this book that might be found objectionable? Yes No

If yes, explain what is objectionable and how you justify using the book:

Recommending Teacher (1) _____

Recommending Teacher (2) _____

Department Head/Reading Consultant _____

ISBN # _____

Cost of Individual Item: _____

Number of Student Copies: _____ **Total Cost:** _____

Principal Signature: _____ **Date:** _____

Superintendent Signature: _____ **Date:** _____

**Citizen's Request For Reconsideration Of
An Instructional Item**

Item in Question: _____

Request initiated by: _____

Telephone: _____

Address: _____

Child's grade(s): _____

1. Did you examine or read the entire instructional item? _____

2. With regard to this item, to what do you object? Why? Please be specific.

3. Have you discussed your concerns with your child's teacher? _____

Principal ? _____

4. For what age level or grade is this item appropriate? _____

5. What would you like the Board of Education to do about this instructional item in regard to your own children? _____

In general? _____

6. In its place, what instructional item would you recommend that would convey a more valuable picture, perspective and comprehension of subject?

Signature of Complainant

Date

Return this request to the Superintendent of Schools