

Instructional Materials

Policy

Instructional materials other than textbooks are important for student learning. They include, but are not limited to supplemental reading and reference materials for classroom libraries and school libraries, audiovisual materials, real objects (models, mathematics manipulative, etc.), and software and internet-based programs. The Board believes that schools should be provided with these resources to the extent that financial conditions allow.

The Board delegates the selection and acquisition of these materials to the Superintendent and/or a designee. Decisions regarding the selection and acquisition of these materials shall be based on these criteria:

1. Be rich in the content deemed essential by Connecticut's Frameworks and Torrington curricula;
2. Stimulate understanding and appreciation of the literary, aesthetic, and socio-ethical values of our society;
3. Develop students' abilities to think critically;
4. Accurately present the achievements and accomplishments of individuals and groups from all ethnic and racial backgrounds and both sexes;
5. Ensure that students' educational experiences do not discriminate based on race, age, color, religion, national origin, gender, sexual orientation, or disabilities; and
6. Provide for the special needs of individual students and groups of students.
7. Be compatible and aligned with curricula, textbook content and equipment.

The administration shall develop processes for the selection and acquisition of these materials to ensure quality of materials and equity of educational experience. It shall also develop a process for addressing challenges to the instructional materials in this subsection.

Exceptions to Provision of Materials

The Board of Education does not provide special project materials or personal clothing worn for physical education or other athletic activities.

Administrative Regulations

Reconsideration of Materials

The following procedure will be used when a parent/guardian with a student(s) in Torrington Public Schools expresses a concern regarding a particular instructional material.

1. The parent/guardian who has a concern regarding an instructional material will contact the building administrator to explain the concern. The building administrator shall respond to the concern within 10 school days of receiving it. Every attempt will be made to resolve the concern at this level. The building administrator will notify the Assistant Superintendent of the outcome of these conversations.
2. The instructional material in question will remain in use until the final decision is made.
3. If unable to satisfy the concern, the building administrator will provide the concerned parent/guardian with a copy of the "Request for Reconsideration of Instructional Materials" form with instructions for its completion. This form must be returned to the Assistant Superintendent's office.
4. Upon receipt of a completed form, the Assistant Superintendent shall appoint a committee to review the request comprised of at least one teacher, one content specialist, one media specialist, and one administrator.
5. The review committee will complete its work within ten school days of the receipt of the written request for reconsideration. The Assistant Superintendent will prepare a written recommendation for the Superintendent's review within five school days of the committee's decision.
6. After the Superintendent's review of the recommendation, s/he will communicate his/her decision to the concerned citizen(s) in writing within 5 school days of receipt of the committee's recommendation. The Superintendent's decision is final.

A copy of the original request, the committee's written decision, and the Superintendent's letter of decision shall be kept on file in the Assistant Superintendent's office.

Request for Reconsideration of Instructional Materials

School _____ Grade/Course _____ Type of Material:

Title:

Author:

Publisher/Producer:

What do you believe is the purpose/theme of this material?

What is your concern with this material? (Please be specific.)

What is your recommendation for the use of this material?

Parent/Guardian Information

Name

Address
(please print)

Phone number

Signature of complainant

Date

Date completed form received by Assistant Superintendent's office