QUEEN ANNE’S COUNTY PUBLIC SCHOOLS

AGENDA ITEM FOR THE BOARD OF EDUCATION

Board Agenda: July 12, 2023

Document Title/Subject: Policy 620 – Materials of Instruction
Preparation Date: July 5, 2023
Person Preparing: Dr. Marcia Sprankle
Department: Curriculum & Instruction
For Board: ACTION INFORMATION

PURPOSE:
To present the recommendations of the Materials of Instruction Review Committee for updates to the policy.

STATEMENT:
This presentation will cover the response to the Board of Education and Superintendent’s request for a review of the Materials of Instruction policy. This will include formation of the committee as well as final recommendations.
POLICY Board of Education
Queen Anne’s County Public Schools

Responsible Office: Curriculum & Instruction Instructional Services and School Improvement

MATERIALS OF INSTRUCTION

A. PURPOSE
To provide guidance on the review, evaluation, and selection of materials of instruction including primary materials of instruction, supplemental materials of instruction, classroom materials, library media materials, and electronic resources that support curriculum in accordance with State and federal laws.

B. STATEMENT
1. The Board of Education of Queen Anne’s County Public Schools (QACPS) recognizes that instructional materials should effectively support and enrich the educational programs of the school system. Instructional materials are defined as instructional content approved for systemwide use and provided to the student regardless of format, including printed or digital materials.

2. The process of evaluating and selecting instructional materials advances the school system’s mission to ensure that every student demonstrates a commitment to high achievement and everyday excellence possessing the skills and knowledge to empower them to thrive and continue to grow intellectually, physically, emotionally and socially in a rapidly changing, globally competitive society.

C. DEFINITIONS
1. **Electronic Resources** — electronic materials used as primary materials of instruction and/or to support, enhance or expand materials of instruction, including but not limited to, computer software, free apps, paid apps, internet websites, and online subscriptions. Electronic resources can be both primary and supplemental materials of instruction.

2. **Library Media Materials** — materials used to support curriculum, research, and free-choice reading.

3. **Materials of instruction** — primary (e.g. textbook/digital source) or supplemental (e.g. enhancement to primary materials) materials, regardless of format, that support teaching and learning.
   a. **Primary Materials of Instruction** — materials used as a primary source of instruction to achieve the goals and objectives of a course curriculum, including but not limited to, textbooks, other printed or electronic resources, and consumables.
D. IMPLEMENTATION
The Superintendent is authorized to develop all necessary and appropriate procedures to implement and monitor compliance with this policy.

E. EXPECTATIONS FOR REVIEW, EVALUATION, AND SELECTION OF ELECTRONIC RESOURCES AND MATERIALS OF INSTRUCTION
1. In accordance with the Code of Maryland Regulations, QACPS shall select and purchase materials of instruction which provide a multicultural education that demonstrates educational equity and assist students in demonstrating an understanding of and appreciation for cultural groups in the United States.
2. In accordance with § 7-106 of the Education Article, QACPS shall adopt procedures for the selection and purchase of materials of instruction, including but not limited to, textbooks, primary materials of instruction, supplemental materials of instruction, electronic resources, and materials concerning African American history.
3. Copyright, Fair Use, Privacy, and Terms of Use laws and guidelines shall be followed with respect to all approved materials of instruction.
4. Content supervisors are responsible for maintaining productive, pro-active relationships with educational vendors whose products have both research and evidence to support efficacy of product(s).
5. Content supervisors are responsible for staying informed in relation to the ever changing market of educational materials of instruction. Content supervisors are to follow QACPS Single Textbook/Digital Text 5 Year Plan in order to ensure QACPS students are provided with accurate, relevant, timely materials of instruction. Review of materials should occur according to the textbook adoption cycle.
6. Procedures for the implementation of this policy will include selection criteria. This selection criteria will guide the work of the selection committee in evaluating materials of instruction reviewed by supervisors. Selection criteria is determined by a team of stakeholders which could include administrators, content supervisors, teachers, parents/guardians, and community members. Selection criteria will be reviewed as directed by the Superintendent.
7. Content area textbook selection committees will be established by each content office to evaluate textbooks and textbook related materials which are recommended for addition to or deletion from the approved textbook list. Each content area office will formulate its own selection committee.
8. Textbooks are included in the county’s approved textbook list and acquired in class sets for full-class use. Content supervisors will determine which titles are to be classified as textbooks in their disciplines.
9. Content supervisors will determine which titles are to be classified as supplemental materials in their disciplines.
10. Only instructional materials, including supplemental materials, that are chosen using approved procedures and subject or content area selection criteria may be purchased for use with students.

11. Videos or video excerpts must be approved through established procedures prior to use with students.

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12. Broadcast and cable television programs must conform to content area selection criteria.

13.

**F. EXPECTATIONS FOR REVIEW, EVALUATION, AND SELECTION OF LIBRARY MEDIA MATERIALS**

The following criteria, adopted from *Information Power* by permission of the American Library Association, will provide the framework for the selection of school library media materials. Criteria is based upon:

1. The educational suitability of the resource for its intended use;
2. The intellectual content of the material: the scope, arrangement, organization, relevance, current information, special features, and overall value to the collection; 3. The philosophy and goals of the school district (the resources support and are consistent with the educational goals of the district, state, and with goals and objectives of individual schools and specific courses).

The Superintendent will provide the Board of Education a review of this policy in 2022. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

**G. LEGAL AND POLICY REFERENCES**

1. Legal
   - The Annotated Code of Maryland, Education Article, Section 7-106 (Selection and Purchase of Materials)
   - The Annotated Code of Maryland, Education Article, Section 4-205 (Powers and Duties of the Superintendent)
   - In accordance with §7-106 of the Education Article
   - COMAR 13A.01.06 Educational Equity
   - COMAR 13A.04.05, Education That is Multicultural
   - COMAR 13A.05.02, Administration of Services to Students with Disabilities
   - HB 568 - Student Data Governance

2. Other Board Policies
   - Policy 509, Selling Instructional Materials to Children and Parents
   - BOE Resolution Number: 102-93, County-Owned Textbooks and Materials
   - Media Materials Selection Guidelines Policy
H. EFFECTIVE DATE

Board Approval Acknowledged By:

Andrea M. Kane, Ph.D.
Patricia W. Saelens, Ed.D.
Superintendent of Schools
Policy Adopted on: 8/8/2018