

POLICY Board of Education of Queen Anne’s County

Responsible Office:	Curriculum & Instruction
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MATERIALS OF INSTRUCTION

I. PURPOSE

To provide guidance on the review, evaluation, and selection of materials of instruction that support curriculum in accordance with State and federal laws.

II. POLICY STATEMENT

- A. 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 systems. Instructional materials are defined as instructional content approved for systemwide use and provided to the student regardless of format, including printed or digital materials.
- B. 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.

III. DEFINITIONS

- A. *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.

IV. POLICY ELEMENTS

- A. In accordance with the Code of Maryland Regulations, QACPS shall select and purchase materials of instruction that demonstrates educational equity and assists students in demonstrating an understanding of and appreciation for cultural groups in the United States.
- B. Copyright, Fair Use, Privacy, and Terms of Use laws and guidelines shall be followed with respect to all approved materials of instruction.
- C. 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).

- D. Content supervisors are responsible for staying informed in relation to the ever changing market of educational materials of instruction. Content supervisors are to follow the 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.
- E. 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 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.
- F. 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.
- G. 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.
- H. Content supervisors will determine which titles are to be classified as supplemental materials in their disciplines.
- I. Only instructional materials, including supplemental materials, that are chosen using approved procedures and subject or content areas selection criteria may be purchased for use with students.
- J. Videos or video excerpts must be approved through established procedures prior to use with students.
- K. Broadcast and cable television programs must conform to content area selection criteria.

V. IMPLEMENTATION

The Board directs the Superintendent to implement this policy.

VI. POLICY REVIEW

This policy will be reviewed by the Responsible Office every four years after its initial adoption and/or last revision.

VII. SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAWS

A. Legal

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

B. Other Board Policies

1. Policy 509, Selling Instructional Materials to Children and Parents
2. BOE Resolution Number: 102-93, County-Owned Textbooks and Materials
3. Media Materials Selection Guidelines Policy

VIII. EFFECTIVE DATE

Date: September 6, 2023

Patricia W. Saelens, Ed.D.
 Superintendent, Queen Anne’s County Public Schools

HISTORY:

Initial Adoption	08/08/2018	Revised	06/22/23	Reviewed	06/22/23	Next Review	09/06/27
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