

# **REGULATION Board of Education of Queen Anne's County**

<b>Responsible Office:</b>	Curriculum & Instruction
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## **REGULATION for Materials of Instruction Policy 620**

### **I. REGULATION ELEMENTS**

#### **A. Procedures**

1. Instructional materials will be evaluated and selected so that the materials used for teaching and learning support the curriculum and meet the diverse needs of students.
2. Selection of appropriate instructional materials shall adhere to applicable federal and state laws.
3. The instructional materials that have been recommended for selection by Curriculum & Instruction will be forwarded to the Board for adoption.
4. Gifts and donations of instructional materials are not exempt from, and must comply with, the essential selection criteria.

#### **B. Evaluation Procedures**

1. The following criteria will be considered when evaluating and selecting textbooks and other instructional materials. Content supervisors are expected to review materials from a minimum of three different vendors. The instructional material should be:
  - (a) Aligned to local/state/national standards;
  - (b) Support student achievement;
  - (c) Accurate and current in terms of content;
  - (d) Representative of the pluralistic nature and diversity of a global society;
  - (e) Free of bias, stereotype, discrimination, and prejudice;
  - (f) Age/grade appropriate for the students for which the materials will be used;
  - (g) Representative of different viewpoints and perspectives on controversial subjects;
  - (h) Free of questions or activities that invade personal or family privacy by requiring students to reveal private, personal, or family information;
  - (i) Considered for value in terms of purchase price;
  - (j) Compliant with QACPS hardware, software, learning management system, and network standards to ensure optimum performance of electronic, digital, and web based instructional materials; and

- (k) Compliant with federal and state laws regarding accessibility for all students as well as adherence to student data privacy policy.
- 2. Evaluation forms for Materials of Instruction will vary by content in accordance with content and/or subject specific standards.

C. Selection Procedures

- 1. Each office within Curriculum & Instruction is responsible for the evaluation and selection process of materials specific to its area of instruction with the exception of classroom libraries. Classroom libraries should provide students with a variety of texts to enhance their learning experience. Classroom libraries should contain board approved materials, but may also include teacher selected texts. See below for the opportunity to [opt-out](#).
  - (a) Elementary classroom libraries are typically used during small group rotations included within the RELA block as well as during other transitional times during the school day as deemed appropriate by the teacher. Elementary students may also read self-selected books from home or the library during the aforementioned times.
  - (b) Secondary classroom libraries are used to offer students additional reading choices outside of instructional time.
  - (c) Teachers should communicate titles from their classroom libraries with parents/caregivers. Examples include, but are not limited to invitation to view at open house, online inventory, or parent teacher conference. Parents may have the opportunity to [opt-out](#) of their child reading a non-board approved text, from the classroom library.
  - (d) If the Queen Anne’s County School Board of Education votes against a specific text, the text may not be added to a classroom library.
- 2. Each content supervisor shall convene a subject-area Selection Committee to evaluate and recommend materials.
- 3. Each selection committee shall represent the diversity of Queen Anne’s County Public Schools’ community through the inclusion of one or more representatives from the following groups:
  - (a) Curriculum & Instruction staff;
  - (b) teachers;
  - (c) department chairs,
  - (d) teacher specialists;
  - (e) school-based administrators; and
  - (f) community stakeholder group.
- 4. Each content supervisor shall ensure that the Selection Committee meets and makes recommendations in accordance with the timeframe necessary to ensure that the

selection of instructional materials aligns with the development of new curriculum and/or the need to update existing instructional materials.

5. Each content supervisor will maintain documentation of the Selection Committee's recommendations. The documentation shall include:
  - (a) A summary of the materials reviewed;
  - (b) Each committee member's evaluation form;
  - (c) The committee's reason for selection or rejection of the instructional materials.
6. The content supervisor will forward the Selection Committee's recommendation to the Assistant Superintendent for consideration and/or submission to the Superintendent.

#### D. Public Review of Proposed Materials Procedures

1. Prior to consideration by the Board of Education of Queen Anne's County Public Schools (BOE), all instructional materials intended for systemwide student use will be placed on public display in order to provide parents and community members an opportunity for review and comment.
2. The content supervisor will arrange for the public display, or where appropriate, inspection via computer for electronic format, and provide notification to the public of instructional materials proposed for student use. Each content supervisor will prepare and advertise on the school system's website that the materials recommended for selection are available for public review and will be open for review for thirty (30) calendar days.
3. The public display of proposed instructional materials will be conducted for thirty (30) calendar days on the school system's website.
  - a. The public notice will include the location where the materials may be accessed and reviewed.
  - b. Printed materials will be made available, upon request, for review during regular business hours.

#### E. Approval and Adoption

All instructional materials intended for systemwide use with students must be approved by the BOE prior to purchase.

#### F. Citizen Comment on Approved Materials of Instruction

1. Any QACPS staff member, QACPS student, or his/her parent/guardian, or other Queen Anne's County stakeholder may provide feedback concerning the materials

of instruction already in use by completing the [Citizen's Review of Materials of Instruction](#) form.

- (a) If the materials of instruction in question are currently being used in instructional programs, the materials will not be withdrawn from use during the reconsideration process.
2. Upon receipt of the citizen's review form, the assistant superintendent will confer with staff and determine whether the issues were covered in principle by previous decisions.
3. If it is determined that the matter has not been covered in principle, the assistant superintendent may request that the content supervisor reconvene its Selection Committee for the purpose of reviewing citizen feedback and recommend a response to the questions/concerns submitted on Citizen's Review of Materials of Instruction form.
4. Within 30 calendar days of reconvening the Selection Committee, the Selection Committee will forward its responses to the questions/concerns to the content supervisor.
5. The content supervisor will:
  - (a) Review the recommended response from the Selection Committee and forward to the Assistant Superintendent for review and action.
  - (b) A written response shall be forwarded from the Assistant Superintendent to the originator of [Citizen's Review of Materials of Instruction](#) form. In most cases, the originator of a Citizen's Review of Materials of Instruction form, questions/concerns can expect a written response within 30 calendar days.
  - (c) Failure to receive a written response within 30 business days does not mean that any party has become the prevailing party.

#### G. Appeals

1. Appeal to the Superintendent
  - (a) If a person is dissatisfied with the decision of the Assistant Superintendent, he/she may appeal the decision, in writing, to the Superintendent.
  - (b) All appeals must be in writing and will be deemed timely if postmarked within 15 calendar days of the date of the Assistant Superintendent's decision.
2. The superintendent will establish a Review Board which will be responsible for evaluating the complaint and issuing a final decision on behalf of the superintendent.
  - (a) The Review Board will be composed of at least four members to include:

- (i) the appropriate content supervisor;
- (ii) the Assistant Superintendent;
- (iii) no fewer than two other members of the Executive Team; and
- (iv) teachers and other staff members or participants at the discretion of the Superintendent.

- (b) The Review Board will, upon review of the documentation and in consultation with appropriate staff, make a recommendation to the Superintendent who will issue the decision.

#### H. Appeal to the Board of Education

The appellant may appeal the Superintendent's decision to the Board of Education of Queen Anne's County.

1. The appeal must be made in writing and filed with the Board within thirty (30) calendar days of the date of the Superintendent's decisions.
2. The appeal shall be mailed to:

President of the Board of Education of Queen Anne's County  
Queen Anne's County Public Schools  
202 Chesterfield Avenue  
Centreville, Maryland 21617

#### I. Specific References to Titles, Departments, or Laws

1. Legal References

*Annotated Code of Maryland*, Education Article §4-205, *Powers and duties of the county superintendent*.

*Annotated Code of Maryland*, Education Article, §7-106, *Textbooks, Materials of Instruction, and Supplies*

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. Related Policies

- (a) Policy 620, Materials of Instruction

- (b) Policy 509, Selling Instructional Materials to Children and Parents

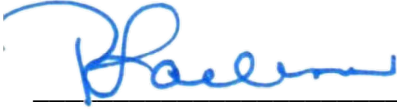
- (c) BOE Resolution Number: 102-93, County-Owned Textbooks and Materials Media Materials Selection Guidelines Policy

**II. IMPLEMENTATION**

The Superintendent directs QACPS staff to implement this regulation.

**III. EFFECTIVE DATE**

Date: September 6, 2023



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

**HISTORY:**

<b>Initial Adoption</b>	08/08/18	<b>Revised</b>	06/22/23	<b>Reviewed</b>	06/22/23	<b>Next Review</b>	9/6/27
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