

INSTRUCTION: INSTRUCTION

EVALUATION AND Selection of Instructional Materials [- Procedures]

[1. Each Office within the Division of Instruction shall establish Materials Review and Selection Committees.]

I. PURPOSE

- A. UNDER THE DIRECTION OF THE SUPERINTENDENT, THE DIVISION OF CURRICULUM AND INSTRUCTION (C&I) IS RESPONSIBLE FOR THE EVALUATION AND SELECTION OF INSTRUCTIONAL MATERIALS IN ORDER TO SECURE AND MAKE AVAILABLE FOR STUDENTS AND INSTRUCTIONAL STAFF INSTRUCTIONAL MATERIALS THAT SUPPORT THE CURRICULUM AND GOALS OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD).
- B. C&I WILL COORDINATE WITH THE DIVISION OF BUSINESS SERVICES AND STAKEHOLDERS TO EVALUATE, SELECT, AND PROCURE INSTRUCTIONAL MATERIALS.
- C. INSTRUCTIONAL MATERIALS WILL BE EVALUATED AND SELECTED SO THAT THE MATERIALS USED FOR TEACHING AND LEARNING ENVIRONMENTS SUPPORT THE CURRICULUM AND MEET THE DIVERSE NEEDS OF STUDENTS.
- D. THE INSTRUCTIONAL MATERIALS THAT HAVE BEEN RECOMMENDED FOR SELECTION BY C&I WILL BE FORWARDED TO THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) FOR ADOPTION.

II. DEFINITION

- A. INSTRUCTIONAL MATERIALS ARE DEFINED AS THOSE ITEMS THAT ARE DESIGNED TO INSTRUCT STUDENTS IN THE TEACHING/LEARNING PROCESS REGARDLESS OF DELIVERY METHOD AND/OR FORMAT. INSTRUCTIONAL MATERIALS MAY BE CONSUMABLE AND EXPENDABLE AND INCLUDE, BUT ARE NOT LIMITED TO SUCH ITEMS AS CHARTS, KITS, TEXTBOOKS, MAGAZINES, NEWSPAPERS, PICTURES, RECORDINGS, SLIDES, TRANSPARENCIES, VIDEOS, VIDEO DISCS, WORKBOOKS, AND ELECTRONIC RESOURCES SUCH AS SOFTWARE, CD-ROMS, AND ONLINE SERVICES.

III. EVALUATION

- A. THE FOLLOWING CRITERIA SHALL BE APPLIED TO EVALUATE INSTRUCTIONAL.
 - 1. GUIDELINES OUTLINED IN CULTURAL CONTEXTS FOR LEARNING: A DESKTOP REFERENCE FOR EDUCATORS;
 - 2. INSTRUCTIONAL MATERIALS MUST BE:
 - a. ALIGNED TO THE BCPS CURRICULUM AND SUPPORT STUDENT ACHIEVEMENT;
 - b. ACCURATE AND CURRENT IN TERMS OF CONTENT;
 - c. REPRESENTATIVE OF THE PLURALISTIC NATURE AND DIVERSITY OF A GLOBAL SOCIETY;
 - d. FREE OF BIAS, STEREOTYPE, DISCRIMINATION, AND PREJUDICE;
 - e. AGE/GRADE APPROPRIATE FOR THE STUDENTS FOR WHICH THE MATERIALS WILL BE USED;
 - f. REPRESENTATIVE OF DIFFERENT VIEWPOINTS AND PERSPECTIVES ON CONTROVERSIAL SUBJECTS;
 - g. VALUE IN TERMS OF PURCHASE PRICE;
 - h. COMPLY WITH BCPS HARDWARE AND NETWORK STANDARDS TO ENSURE OPTIMUM PERFORMANCE OF ELECTRONIC, DIGITAL, AND WEB-BASED INSTRUCTIONAL MATERIALS;
 - i. COMPLY WITH FEDERAL AND STATE LAWS REGARDING ACCESSIBILITY FOR ALL STUDENTS;
 - j. FREE OF QUESTIONS OR ACTIVITIES THAT INVADE PERSONAL OR FAMILY PRIVACY BY REQUIRING STUDENTS TO REVEAL PRIVATE, PERSONAL OR FAMILY INFORMATION, SUCH AS PARENTAL OR PERSONAL RELATIONSHIPS, POLITICAL BELIEFS, AND RELIGIOUS AND MORAL ATTITUDES.
 - 3. GIFTS AND DONATIONS OF INSTRUCTIONAL MATERIALS ARE NOT EXEMPT FROM, AND MUST COMPLY WITH, THE ESSENTIAL SELECTION CRITERIA, AS OUTLINED IN PARAGRAPH III. A. ABOVE.

- B. THE PROCESS AND FORMS TO BE USED IN THE SELECTION OF INSTRUCTIONAL MATERIALS WILL BE PUBLISHED IN THE *CURRICULUM DEVELOPMENT HANDBOOK*

IV. SELECTION COMMITTEES

- A. [1.] Each office within C & I IS RESPONSIBLE FOR THE EVALUATION AND SELECTION PROCESS [the Division of Instruction shall establish Materials Review and Selection Committees] OF MATERIALS SPECIFIC TO ITS AREA OF INSTRUCTION.

- [a. criteria for quality and type of materials needed shall be established by each office, reviewed, and kept on file by the Department of Curriculum.

- b. Criteria for selecting materials on the basis of nonbiased representation will be established by a countywide committee].

- B. EACH OFFICE HEAD SHALL APPOINT A SUBJECT-AREA SELECTION [c. C]committee[s shall].

- 1. EACH SELECTION COMMITTEE WILL consist of C&I STAFF, teachers, DEPARTMENT CHAIRS, school-based administrators, and OTHER PERSONNEL, AS APPROPRIATE AND AS DEEMED NECESSARY BY THE OFFICE HEAD [certified central office personnel and may consist of others as well.

- [d. Committees shall be appointed by coordinators who shall also appoint the chairmen.]

- C. [e.]EACH OFFICE HEAD SHALL ENSURE THAT THE SELECTION Committee[s shall] meetS [prior to the end of the school year preceding the year of their participation for an orientation.] AND MAKES RECOMMENDATIONS IN ACCORDANCE WITH THE TIMEFRAME NECESSARY TO ENSURE THAT THE SELECTION OF INSTRUCTIONAL MATERIALS COINCIDES WITH THE ADOPTION OF NEW CURRICULUM AND/OR THE ESTABLISHED DEADLINES FOR UPDATING ONLINE INSTRUCTIONAL MATERIALS CATALOGS.

- [(1) to identify need of the program.
 - (2) to review selection procedures and criteria

(3) to reevaluate the need for existing materials

- f. Committees shall be reconvened in preparation for examining various instructional materials.
- g. Committees will meet as needed thereafter to study, recommend, and select materials needed for the designated program.]

- B. Each [O]office HEAD [shall have written justification for each instructional material selected]WILL MAINTAIN DOCUMENTATION OF THE SELECTION COMMITTEE'S RECOMMENDATIONS. THE DOCUMENTATION SHALL INCLUDE A SUMMARY OF THE MATERIALS REVIEWED, EACH COMMITTEE MEMBER EVALUATION FORM, AND THE COMMITTEE'S REASONS FOR SELECTION OR REJECTION OF THE INSTRUCTIONAL MATERIALS.
- C. THE OFFICE HEAD WILL FORWARD THE SELECTION COMMITTEE'S RECOMMENDATION TO THE EXECUTIVE DIRECTOR AND TO THE ASSOCIATE SUPERINTENDENT, C&I, FOR FINAL ACTION.

IV. PUBLIC REVIEW

- A. [2.]Each office [shall] HEAD WILL prepare [a public exhibit of new print] AND ADVERTISE ON THE SCHOOL SYSTEM'S WEB PAGE THAT THE materials [to be displayed prior to the] RECOMMENDED FOR selection [of books by schools] ARE AVAILABLE FOR REVIEW AND WILL BE OPEN FOR REVIEW FOR THIRTY CALENDAR DAYS.
 - 1. THE PUBLIC NOTICE WILL INCLUDE THE LOCATION WHERE THE MATERIALS MAY BE REVIEWED.
 - 2. THE MATERIALS WILL BE AVAILABLE FOR REVIEW DURING REGULAR BUSINESS HOURS. [The of the exhibit will be publicly advertised]
- B. THE MATERIALS RECOMMENDED FOR SELECTION WILL REMAIN IN THE PUBLIC EXHIBIT FOR 30 CALENDAR DAYS TO PERMIT REVIEW BY PROFESSIONAL STAFF, [a. The exhibit will be open to teachers, students,] PARENTS, and the public BEFORE PROCURING THE MATERIALS FOR SCHOOL OR SCHOOL

SYSTEM PURCHASE. [b. The exhibit will be on display for 30 days at a central location.]

- C. Representatives of the Division of C&I [Instruction] will be available to respond to questions upon request.

- [c. The time and place of the exhibit will be publicly advertised.

- d. Request for Reconsideration forms will be available.

- e. Lists of new library and non-print materials will be available at the exhibit, and examination of specific items may be arranged upon request.

- 3. A procedure for responding to citizens' concerns shall be established.]

V. CITIZEN COMMENT ON INSTRUCTIONAL MATERIALS

- A. SHOULD A PROFESSIONAL STAFF MEMBER, PARENT, OR THE PUBLIC WISH TO PROVIDE FEEDBACK CONCERNING THE INSTRUCTIONAL MATERIALS, THEY MAY DO SO BY COMPLETING [a. Any citizen who is concerned about an item shall fill out a Request for Reconsideration] *THE CITIZEN'S REVIEW OF INSTRUCTIONAL MATERIALS* form (FORM A). (SEE RULE 6002, FORM A)

- B. [b.]The COMPLETED Form A shall be [submitted] FORWARDED to the ASSOCIATE SUPERINTENDENT, C&I, [Division of Instruction] WHO WILL FORWARD THE FORM TO THE APPROPRIATE OFFICE HEAD FOR REVIEW AND RESPONSE.

- 1. [c. The Division will forward the form to the office designated on the form.]

- IF THE INSTRUCTIONAL MATERIALS IN QUESTION ARE CURRENTLY BEING USED IN INSTRUCTIONAL PROGRAMS, THE MATERIALS WILL NOT BE WITHDRAWN FROM USE DURING THE RECONSIDERATION PROCESS.

- C. [d.]Each office [shall have] HEAD WILL ESTABLISH a standing committee composed of representatives [form] FROM its [various] selection committee[s] FOR THE PURPOSE OF REVIEWING CITIZEN FEEDBACK SUBMITTED ON FORM A.

- 1. WITHIN 30 CALENDAR DAYS OF RECEIPT OF FORM A

- [e. The standing committee will prepare a written response to the complainant with a copy to the Division of Instruction.]

- a. A COPY OF THE WRITTEN RESPONSE SHALL BE FORWARDED TO THE ASSOCIATE SUPERINTENDENT, C&I.
- b. FAILURE BY THE STANDING COMMITTEE TO SUBMIT THE DECISION WITHIN THE STATED TIME DOES NOT MEAN THAT ANY PARTY HAS BECOME THE PREVAILING PARTY.

VI. APPEALS

A. APPEAL TO THE SUPERINTENDENT.

- 1. IF A PERSON IS DISSATISFIED WITH THE DECISION OF THE STANDING COMMITTEE, HE/SHE MAY APPEAL THE DECISION IN WRITING TO THE SUPERINTENDENT. [f. Should the complainant be dissatisfied with the response, he may then appeal to a review board.]
 - a. ALL APPEALS MUST BE IN WRITING AND WILL BE DEEMED TIMELY IF POSTMARKED OR DELIVERED WITHIN 15 CALENDAR DAYS OF THE DATE OF THE STANDING COMMITTEE'S DECISION.
- 2. THE SUPERINTENDENT WILL ESTABLISH A [The] Review Board WHICH WILL BE RESPONSIBLE FOR EVALUATING THE COMPLAINT AND ISSUING A FINAL DECISION ON BEHALF OF THE SUPERINTENDENT.
 - a. [g.]THE Review Board [shall be] WILL BE composed of the coordinator of the office involved, THE EXECUTIVE DIRECTOR, AND NO FEWER THAN TWO [Area] assistant superintendents.
- 3. [h.] The [response of the] Review Board [shall be sent to the complainant and the Superintendent of Schools.] WILL, UPON REVIEW OF THE DOCUMENTATION AND IN CONSULTATION WITH APPROPRIATE STAFF, RESPOND IN WRITING TO APPELLANT.

B. [i.]Appeal [may be made] to the Board of Education.

- 1. REQUESTS TO APPEAL THE DECISION OF THE SUPERINTENDENT MUST BE MADE IN WRITING TO THE PRESIDENT OF THE BOARD OF EDUCATION IN THE TIME LIMITS PROVIDED BY LAW. THE APPEAL MUST BE

RELATED TO THE ORIGINAL CONTENT OF THE *CITIZEN'S RESPONSE TO THE REVIEW OF INSTRUCTIONAL MATERIALS* FORM.

- [4. Any materials to be made available to students by teachers or others, outside those previously approved by selection committees should be consistent with existing criteria developed by the subject office involved.]

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

Rule
Approved: 11/11/76
Revised: 4/9/87
REVISED: _____

Superintendent of Schools

Baltimore County Public Schools
CITIZEN'S [REQUEST FOR RECONSIDERATION] **REVIEW OF INSTRUCTIONAL MATERIALS**
[Towson, MD 21204]

Author _____ Type of instructional material _____

Title _____

Publisher (if known) _____

REVIEW [Request] initiated by _____

Telephone _____ Address _____

City _____ Zip _____

[Curriculum area and grade of item _____]

[Complainant] REVIEWER represents:

Self

[name of organization] ORGANIZATION/NAME) _____

[identify group] (OTHER GROUP/NAME) _____

1. [To what in the item do you object? (Please be specific.)]
IN WHAT SUBJECT AND/OR GRADE LEVEL ARE THESE MATERIALS TO BE USED?

2. WHAT ARE THE STRENGTHS/VALUE OF USING THESE MATERIALS? (PLEASE BE SPECIFIC.)

3. What do you feel might be the result of using [this item] THESE MATERIALS?

4. For [what] WHICH age group would you recommend [this item]THESE MATERIALS?

5. Do you feel there is any value in this MATERIAL AT THIS time?

6. Did you examine the entire item? No Yes. What parts? _____

[6. Have you had an opportunity to discuss the proposed use of this item with a staff member? _____]

SIGNATURE OF REVIEWER _____ DATE _____

OTHER COMMENTS:

[_____
Signature of Complainant

Date]

Please send this request to:
[Assistant Superintendent]
Department of Curriculum (PreK-Adult) and High Schools]
DIVISION OF CURRICULUM AND INSTRUCTION
Baltimore County Public Schools
6901 Charles Street
Towson, MD 21204

[You will receive a response from the Department of Curriculum (PreK-Adult) and High Schools.]

BEBCO
Revised: 4/9/87
REVISED: _____