

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 500-38</b>
<b>Subject: TEXTBOOK REVIEW, SELECTION AND APPROVAL</b>	<b>Issued: 9/1/93</b>
<b>Preparing Office: OFFICE OF THE SUPERINTENDENT</b>	<b>Amended: 5/16/18</b>

I. Policy 501

II. Procedures

A. Definitions – For the purpose of this regulation, the following definitions are provided:

Board -	Board of Education of Frederick County, Maryland
Complainant -	Community member of Frederick County, Maryland
Essential Curriculum -	Written curriculum prepared by Frederick County Public Schools staff and approved by the Board. Essential curriculum is reviewed by the Curriculum and Instruction Committee and approved by the Board.
Essential Curriculum Guides -	Prepared by Frederick County Public Schools staff to implement the adopted essential curriculum and may include activities, resources, etc.
Foundation Textbooks -	Narrowly construed to mean the primary text resources for teaching the essential curriculum. Accompanying student workbooks and electronic format texts (E-books, etc.) are included in this definition.
In Principle – (i.e., substantively evaluated)	Means that a complaint falls into a category that has been substantively addressed in a prior decision.
Materials Already in Use -	Includes library media materials and all materials used for instructional purposes or planning, except for textbooks under consideration.
Superintendent -	Superintendent of Frederick County Public Schools
Supplemental Textbooks -	Text resources, including electronic format texts (E-books, etc.), intended as supplements to the foundation text for teaching the essential curriculum.
Teaching Materials -	Includes items not contained in the definition of textbooks. They are a secondary source of information used by teachers to enrich and re-teach the essential curriculum. Teaching materials are used at the discretion of the individual teacher, and the decision is one of instructional strategy.

## B. Selection of Textbooks

### 1. Selection of Foundation Textbooks

- a. Foundation textbooks are differentiated into two types.
  - (1) Type I texts serve as the primary text resource for courses covering multiple grade levels and/or courses generally required for all students (examples – elementary math, Modern World History, English 10).
  - (2) Type II texts serve as the primary text resource for courses elective in nature and primarily at the secondary level (examples – Cosmetology, Microsoft Certification Training, AP World History, Psychology).
- b. Foundation textbooks will be reviewed at least every eight years and updated, as necessary, to reflect curricular changes, current publication dates, and instructional needs.
- c. Proposed replacements will be reviewed and evaluated by a textbook selection committee chaired by the curriculum specialist/supervisor responsible for the identified discipline and level. If it is determined that the proposed replacements are updated versions and not substantially different from earlier editions already approved for use, no public display will be necessary and the textbook(s) may be approved for purchase by the curriculum specialist.
- d. The textbook selection committee for Type I texts will be composed of a minimum of seven members that include:
  - (1) The curriculum specialist
  - (2) One building administrator
  - (3) Two teachers of the identified discipline and school level
  - (4) Two parents of students enrolled in Frederick County Public Schools
  - (5) One community member knowledgeable in the subject area involved
- e. The textbook selection committee for Type II texts will be composed of a minimum of four members that include:
  - (1) The curriculum specialist/supervisor
  - (2) One teacher of the identified discipline and school level
  - (3) One community member knowledgeable in the subject area involved
  - (4) One parent of a student enrolled in Frederick County Public Schools

### 2. Selection of Supplemental Textbooks

- a. Supplemental textbooks shall be reviewed and updated, as necessary, to address new courses, reflect curricular changes, instructional needs and current publication dates.
- b. Proposed replacements for supplemental textbooks will be examined, evaluated and recommended by a textbook review team chaired by the curriculum

specialist/supervisor responsible for the identified discipline and level. If it is determined that the proposed replacements are updated versions and not substantially different from earlier editions already approved for use, no public display will be necessary and the textbook(s) may be approved for purchase.

- c. The textbook review team for supplemental texts will be composed of a minimum of two members that will include the curriculum specialist/supervisor and at least one teacher of the identified discipline and school level.

### C. Criteria and Processes to Be Used in the Selection of Textbooks

1. Textbook selection committees and review teams are to consider the following factors when deciding which available text resources will be examined for possible selection and use: professional judgment, recommendations from personnel in other districts, and suggestions from teachers, administrators, parents and community members as appropriate.
2. Evaluation of proposed textbooks will address, at a minimum, the following issues and assurances:
  - a. Match with the content and sequence of the curriculum
  - b. Engaging format for students
  - c. Vocabulary and topics developmentally appropriate for students at the intended grade(s)
  - d. Illustrations and activities appropriate for a culturally diverse student body
  - e. Availability in large print or other adaptive formats for students with disabilities
  - f. Availability of suitable supplemental materials for students
  - g. Availability and quality of guides and support material for teachers
  - h. Viability of supplemental technology materials
  - i. Published in compliance with the *National Materials Accessibility Standards*
3. Prior to consideration for approval by the Board of Education, all foundation and supplemental textbooks intended for student use will be placed on public display in order to provide parents and community members an opportunity for review and comment.
  - a. The supervisor of Media Services will arrange the public display or, where appropriate, inspection via computer for electronic format and provide notification to the public of textbooks proposed for student use.
  - b. The public display of proposed textbooks will be conducted for eight days (Monday-Monday). Each digital textbook will have an access point that allows parents and community members to review materials online for eight days (Monday-Monday). Login credentials for each textbook will be available.
  - c. Each proposed textbook will be displayed at the main branch of the Frederick County Public Library (FCPL) and, as appropriate, at alternate FCPL branch sites. In addition, they will be made available for review by Board members.
  - d. Forms for "textbook reaction" will be provided at the display and are available online at: <http://www.fcps.org/student-services/forms> Completed forms must be turned in

at the display location or sent to the supervisor of Media Services within 21 calendar days of the close of the display. Forms returned to other offices, or postmarked later than 21 calendar days after the close of the display, will not be considered.

- e. If all responses are positive, or if no textbook reaction forms are received by the supervisor of Media Services, the supervisor will inform the deputy superintendent who will make a recommendation for approval to the Board. The Board is solely responsible for the final decision on textbook acceptance.
- f. If a negative response is received within 21 calendar days of the close of the public display, the curriculum specialist will contact the individual to discuss the concerns and respond to specific questions. The individual also has the opportunity to submit concerns to the Board in writing, or offer public comment at a regularly scheduled Board meeting.

D. Approval of Textbooks

All textbooks intended for instructional use with students must be approved by the Board prior to purchase.

- a. The curriculum specialist/supervisor will provide the deputy superintendent with the recommended text information, including documentation of the public display period.
- b. The deputy superintendent will submit the proposed list of new and replacement textbooks for action by the Board.

Note: Reconsideration of previously approved textbooks is governed by FCPS Regulation 500-39

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent