

**A. Purpose**

To provide procedures that direct the development and approval of curriculum, courses, and instructional resources.

**B. Background**

1. The Board of Education of Frederick County (Board) makes the final approval of essential curriculum, new courses, pilot courses, and textbooks, and any materials of instruction used in Family Life and Human Sexuality units within Health Education. The Board ensures that the essential curricula and materials of instruction are available for review by teachers, administrators, parents, and any interested community member of Frederick County.
2. The Board delegates to the Superintendent the responsibility of developing Curriculum Instructional Resources intended to assist teachers in implementing the approved essential curriculum and courses of study. The Board also delegates to the Superintendent the approval of other instructional materials, including but not limited to drama productions and digital tools used with students.
3. The essential curriculum and courses of study will not be changed in substance or content without the approval of the Board.

**C. Definitions**

1. “Course” is defined to mean an instructional experience defined for a specified time (i.e., term, semester, year) and content area that includes the essential curriculum, an approved text resource (if required), recommended hours/credits, and expected outcomes. Although course is primarily used as a term referring to secondary school offerings, this definition is also applicable to grade level content offered in elementary schools (e.g. Grade 4 math, Grade 3 ELA, Grade 2 art, etc.).
2. “Curriculum Instructional Resources” is defined as, and including, but not limited to, manuals, resource books, videos, periodicals, drama productions, websites, magazine articles.
3. “Digital Tools” is defined to mean software, online platforms, online courses, and Information and Communication Technology (ICT) Services that are directly connected to student instruction, digital content, or digital technologies not requiring sight in an equally effective and integrated manner.

4. “Essential Curriculum” is defined as the written curriculum prepared by Frederick County Public Schools (“FCPS”) staff, reviewed by the Curriculum and Instructional Committee, and approved by the Board.
5. “Foundation Textbooks” is defined to mean the primary text resources, including corresponding student workbooks and digital texts, for teaching the essential curriculum.
6. “Materials Already in Use” is defined to mean library media materials and all materials used for instructional purposes or planning, except for textbooks under consideration.
7. “Member”, in the context of a community, is defined to mean any individual who resides in Frederick County.
8. “Textbook” is a book or curricular program (print or digital) that serves as the primary resource for students in a course.

#### **D. Procedures**

1. Proposed essential curriculum, textbooks, and courses in grades and content areas shall be identified, reviewed and developed by the curriculum specialist or curriculum supervisor with the involvement of classroom teachers or external curriculum providers when applicable.
2. The essential curriculum, courses, and textbooks are to be approved by the Board of Education. See [Board Policy 500](#), *Approval of Curriculum and Instructional Materials*, and [FCPS Regulation 500-04](#), *Textbook Review, Selection, and Approval*.
3. The curriculum specialist or supervisor shall lead the development of curriculum instructional resources for the essential curriculum and course including textbook review and selection.
4. New courses can be approved for implementation without a pilot period, in order to address Board-approved initiatives or state mandates. In such cases, the proposed essential curriculum must accompany the request for course approval.
5. Pilot courses are new courses proposed for trial implementation at a limited number of schools so that staff can review and evaluate the results, develop the essential curriculum, determine staff development needs, and finalize textbook and material selection. Pilot courses are governed under [FCPS Regulation 500-09](#), *Pilot Courses*.
6. Criteria for the development of Curriculum Instructional Resources (“Resources”) include, but are not limited to:
  - a. Resources that should promote equity, respect, and civility among our diverse community, accurately and appropriately depicts and represents the distinctive

- contributions of our global community, and provides opportunities for staff and students to model cultural proficiency in every school and program.
- b. Resources that should reflect cultural and racial diversity, and include a range of perspectives and experiences, particularly those of historically underrepresented groups.
  - c. FCPS will include cultural responsiveness in reviews of curriculum, pedagogy, instructional materials, and assessments design. Resources are examined for racial bias as part of the curriculum review and implementation process.
  - d. Resources enable staff to model and students to develop the following attitudes, skills, and behaviors:
    - i. Value one's heritage and the heritage of others;
    - ii. Respect, value, and celebrate diversity as an essential component of a healthy and thriving community;
    - iii. Value the richness of cultural pluralism and commonality;
    - iv. Develop and promote inclusive relationships and work effectively in cross-cultural environments; and
    - v. Confront and eliminate stereotypes related to individuals' actual or perceived personal characteristics.
  - e. Resources should support the curricular goals of the school system and individual school programs.
  - f. Resources should be evidence-informed and/or research-based and be engaging, accurate, and contain content that is relevant to the essential curriculum.
  - g. Resources should be accessible to a wide range of student learning needs, including advanced learners, multilingual learners, and students with disabilities.
  - h. The concepts presented should be within the understanding of students who will use the materials and provide for a diversity of interests and levels of ability.
  - i. Resources should be well-balanced according to the content areas of the curriculum, vary in modality, and provide for a diversity of interests and levels of ability.
  - j. Materials should have a format, style, and presentation of high quality and be appropriate to expression of the idea, concept, or lesson.
7. Curriculum instructional resources shall be developed with the input of teachers during the school year or summer curriculum writing sessions.
  8. Unless otherwise specified, approval of Curriculum Instructional Resources rests with the Curriculum Specialist and Curriculum Director.
  9. Curriculum instructional resources shall be distributed to teachers in digital format prior to use in the classroom.
  10. Teachers shall be provided professional development in the use of the essential curriculum, courses, and curriculum instructional resources.
  11. Teachers shall be provided the opportunity to suggest improvements to the essential curriculum, courses, and curriculum instructional resources.

**12. Public Availability**

- a. The Frederick County Public Schools approved essential curriculum and courses descriptions shall be made available for review by teachers, administrators, parents, and any interested community member of Frederick County.
- b. To maintain the integrity of the assessment program, some assessments are not available for public review.

13. Curriculum Instructional Resources are subject to reconsideration as outlined in [FCPS Regulation 500-39](#), *Reconsideration of Instructional Materials Already in Use*.

**E. Related Information**

**1. Board Policy**

- a. [Policy 500](#), *Approval of Curriculum and Instructional Materials*

**2. FCPS Regulations**

- a. [Regulation 500-01](#), *Curriculum, Courses, and Instructional Resources* (formerly 500-35)
- b. [Regulation 500-04](#), *Textbook Review, Selection, and Approval* (formerly 500-38)
- c. [Regulation 500-08](#), *Selection and Approval of Digital Tools for the Instructional Program*
- d. [Regulation 500-09](#), *Pilot Courses*
- e. [Regulation 500-39](#), *Reconsideration of Instructional Materials Already in Use*

**F. Regulation History** (Maintained by Legal Services)

<i>Responsible Office</i>	Curriculum, Instruction & Innovation
Adoption Dates	07/15/88
Review Dates	
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