

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 500-38
Subject: TEXTBOOK REVIEW, SELECTION AND APPROVAL	Issued: 9/1/93
Preparing Office: OFFICE OF THE SUPERINTENDENT	Amended: 11/16/22

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 Resources -	Planning tools, scope and sequences, lessons, activities, short text or video resources, assessments, etc. created and curated to assist teachers with implementing the Board approved essential curriculum.
Foundation Textbooks -	Narrowly construed to mean the primary text resources for teaching the essential curriculum. Corresponding student workbooks and digital texts are included in this definition.
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 texts -	Texts use to support and compliment foundation textbooks
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. Approval of Textbooks: All textbooks intended for instructional use with students must be approved by the Board prior to purchase.

C. Types of Textbooks

1. Foundation Textbooks

a. Foundation textbooks are the primary instructional resource for a classroom and are differentiated into two types.

(1) Type I Foundation Texts serve as the primary text resource for courses covering multiple grade levels and/or courses generally required for all students (examples: elementary reading, middle school math, Modern World History, English 10).

(2) Type II Foundation 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).

2. Supplemental Textbooks, including corresponding digital texts, are intended as supports and compliments to the foundation text for teaching the essential curriculum.

3. Some courses require the use of a specific text and are therefore exempt from this regulation. Examples include but are not limited to: Dual Enrollment courses, International Baccalaureate courses, and some courses in Career and Technical Education (CTE) programs of study.

D. Review Cycles

1. Foundation textbooks will be reviewed at least every eight years and updated, as necessary, to reflect curricular changes, current publication dates, and instructional needs.

2. Foundation textbooks can be updated sooner if content becomes outdated or inaccurate before the normal year cycle is complete.

3. Supplemental textbooks shall be reviewed and updated, as necessary, to address new courses, reflect curricular changes, instructional needs and current publication dates.

4. If proposed replacement textbooks are new editions 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. If the textbook is considered a substantial change from the previously approved text, then that textbook will be sent through the Review Process outlined below in Section F.

E. Review Committees

1. Proposed replacement textbooks or new texts (foundation or supplemental) will be reviewed and evaluated by a textbook selection committee chaired by the curriculum specialist/supervisor responsible for the identified discipline and level.

2. The textbook selection committee for Type I Foundation textbooks will be composed of a minimum of seven members that include:
 - The curriculum specialist/supervisor
 - One central leader whose work focuses on the needs of diverse learners (i.e. special education, English Learners, gifted learners, equity)
 - One building administrator
 - Two teachers of the identified discipline and school level
 - Two parents of students enrolled in Frederick County Public Schools
 - One community member knowledgeable in the subject area involved
3. The textbook selection committee for Type II Foundation textbooks will be composed of a minimum of four members that include:
 - The curriculum specialist/supervisor
 - One central leader whose work focuses on the needs of diverse learners (i.e. special education, English Learners, gifted learners, equity)
 - One teacher of the identified discipline and school level
 - One community member knowledgeable in the subject area involved
 - One parent of a student enrolled in Frederick County Public Schools
4. The textbook selection committee for supplemental textbooks will be composed of a minimum of two members that include:
 - The curriculum specialist/supervisor
 - One central leader whose work focuses on the needs of diverse learners (i.e. special education, English Learners, gifted learners, equity)
 - One teacher of the identified discipline and school level
5. Opportunities to serve on a textbook selection committee will be advertised to the community via the approved FCPS email communication tool. The curriculum specialist/supervisor will select parent(s) and community member(s) to serve on the committee from the pool of those who have expressed interest.

F. Review Process

1. Curriculum Specialist/Supervisor Responsibilities: The curriculum specialist/supervisor will facilitate the review process including:
 - a. Selecting committee members
 - b. Scheduling of review meetings
 - c. Orienting committee members to the review process and selection criteria
 - d. Coordinating vendor presentations
 - e. Gathering any necessary material for the review process
 - f. Documenting relevant discussion
 - g. Recommending a textbook based on committee feedback
 - h. Submitting the textbook materials for public review to the Supervisor of Media Services
 - i. Responding to public comment on the textbook during and after the display period
2. Selection Criteria: Textbook selection committees will use professional judgment, recommendations from personnel in other districts, and suggestions from teachers, administrators, parents and community members as appropriate when reviewing

textbooks and using culturally-responsive selection criteria. Evaluation process will ensure that textbooks:

- align with the content and sequence of the curriculum
- have an evidence base, when available
- engage students and contain supplemental materials for students
- have adequate guides and support material for teachers, including any professional learning materials
- have resources to assist teachers in supporting a variety of learners
- contain developmental appropriateness of vocabulary, images, language and topics for students at the intended grade(s)
- include supplemental technology materials with viable data integrations and appropriate privacy policies
- reflect cultural and racial diversity, and include a range of perspectives and experiences, particularly those of historically underrepresented groups of color.
- support opportunities for cross-cultural and cross-racial interactions to foster respect for cultural and racial diversity.
- are free from stereotypes related to individuals' actual or perceived personal characteristics
- are available of text in languages other than English and in large print or other adaptive formats for students with disabilities
- comply with the *National Materials Accessibility Standards*

G. Public Display Procedures: Prior to consideration for approval by the Board, 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.

1. The Supervisor of Media Services will arrange the public display and, when available, inspection via computer for digital format and provide notification to the public of textbooks proposed for student use.
2. Textbooks placed on public display will be advertised to the public via www.fcps.org and via the approved FCPS email communication tool prior to the display period opening.
3. The public display of proposed textbooks will be conducted for eight days. Each digital textbook will have an access point that allows parents and community members to review materials online for eight days. Login credentials for each textbook will be available.
4. The display period may be extended by the Supervisor of Media Services if technical issues disrupted the display process.
5. 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 at the Central Office.

6. The public can provide feedback on textbooks using the Textbook Reaction Form, which will be provided at the display location and on the district website at: <https://www.fcps.org/academics/textbooks-for-review>. Forms must be completed within 21 calendar days of the close of the display.
7. If all responses are positive, or if no textbook reaction forms are received by the supervisor of Media Services, the supervisor will forward the book for approval.
8. If a negative response is received within 21 calendar days of the close of the public display, the director, supervisor, or 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.

H. Approval of Textbooks

1. The curriculum specialist/supervisor will provide the Deputy Superintendent with the recommended text information, including documentation of the public display period.
2. 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

Cheryl L. Dyson
Superintendent