



ADMINISTRATIVE PROCEDURE

EVALUATION, SELECTION, AND REVIEW OF CLASSROOM INSTRUCTIONAL MATERIALS

6180.1

Procedure No.

January 1, 2008

Date

- I. **PURPOSE:** To establish an evaluation, selection and review process which best provides materials of instruction deemed appropriate by the Board of Education and will best contribute to the educational objectives of Prince George's County Public Schools.
- II. **BACKGROUND:** Classroom instructional materials will be provided for students' use and will be evaluated and selected by procedures as stated below.
- III. **DEFINITIONS:**
 - A. Required Textbook Series are those textbooks used in each curriculum area. Included in the series are teacher's editions, student editions, other ancillary materials that accompany the textbook provided by the vendor and any other materials deemed appropriate by the reviewing committee. These materials are all included in the adoption. These textbooks are purchased centrally by Prince George's County Public Schools and are provided to schools at the rate of one textbook per course per student.
 1. The core curriculum areas are reading/English language arts, mathematics, science, social studies, foreign language, and health.
 2. Required textbook series or classroom supplemental materials shall not include:
 - a. Materials prepared by the individual teacher for his/her own classroom use. (This definition includes learning centers.)
 - b. Teacher-prescribed televiewing for his/her individual class or classes.
 - c. Pupil-discovered books, paraphernalia and further materials that clarify and are, voluntarily brought into the classroom by the pupil.
 - d. Visual aids or similar paraphernalia brought into school by guest lecturers.
 - e. Material furnished or recommended by teachers such as newspapers or magazines having a generalized circulation or current events value.
 - f. Any professional or reference books used by teachers that are part of regular courses of study authorized through a committee review process for use in the particular subject or grade level taught by said teacher.
 - g. Any materials required for non-core curriculum coursework (i.e. guitar methods, piano methods, etc.) that would be deemed consumables and which are not a part of the materials accompanying the core text.



ADMINISTRATIVE PROCEDURE

EVALUATION, SELECTION, AND REVIEW OF CLASSROOM INSTRUCTIONAL MATERIALS

6180.1

Procedure No.

January 1, 2008

Date

- B. Classroom Supplemental Materials shall include materials deemed necessary by curriculum and instruction and by the Board of Education to effectively deliver the curriculum in addition to the core textbook.
- C. Pilot refers to instructional materials not being used for all core courses throughout the County, but rather at one or more locations in order to assess the materials' instructional merits.

Pilot programs may be initiated by curriculum area supervisors/specialists and will require that departmental sub-committees review all materials to initially assess the educational value of said materials. Written approval for pilots must be obtained from the Director of Curriculum and Instruction after the departmental sub-committee approves the pilot. Under no circumstances may any individual school or program pilot materials that have not been previously approved by the Director of Curriculum and Instruction.

The individual curriculum department will supply funds for textbook pilot programs initiated within the department. Funds can be made available at the discretion of the Textbook Office for pilots on a limited basis. Pilot programs which are mandates from the Superintendent and his designee will be considered core curriculum and will be treated as stated in III.A.1.

- D. Materials Evaluation Committee refers to the committee put in place to evaluate instructional materials.
 - E. Externally Mandated Materials refers to those instructional materials used in programs created outside of Prince George's County schools but are offered within a school setting (e.g. AP courses, etc.). These programs often require that students utilize specific materials in order to receive credits or to adhere to outside funding requirements.
- IV. **PROCEDURES:** It is the intent of the Board of Education to provide the very best instructional materials for student use. All classroom instructional material shall, prior to its use, be approved by the appropriate Materials Evaluation Committee as identified below unless mandated by an outside source. If they are externally mandated materials, the materials list is submitted to the Director of Curriculum and Instruction and to the Textbook Office.

- A. The evaluation and selection process must ensure that:
 - 1. Textbooks, textbook series, and ancillary materials are selected based on their alignment with the Maryland Content Standards and



ADMINISTRATIVE PROCEDURE

EVALUATION, SELECTION, AND REVIEW OF CLASSROOM INSTRUCTIONAL MATERIALS

6180.1

Procedure No.

January 1, 2008

Date

- Indicators, the Maryland Essential Learner Outcomes, and the Maryland Voluntary State Curriculum.
2. The adoption process addresses the needs and interest levels of all students.
 3. The adoption process takes into consideration contemporary community standards regarding the acceptability of materials.
 4. The adoption process certifies that any textbook software, online resource, or other related instructional software will successfully operate on the standard computer and has an implementation plan developed in cooperation with information technology (IT) so the application is available to students in a timely fashion. All software must first be evaluated by the IT Department prior to evaluation by the adoption committee.
- B. Instructional materials will be reviewed and evaluated by an appropriate committee established for that specific purpose by the department conducting the review and in collaboration with the Department of Curriculum and Instruction.

Individual educators, groups of educators, parents and/or community members should be invited to submit to the appropriate committee completed evaluation forms and/or written comments concerning new materials not previously evaluated. (See Attachment 7)

- C. Committee Composition:
1. For an adoption of materials serving more than 1,000 students, a Materials Evaluation Committee is required and will adhere to the following guidelines:
 - a. An instructional supervisor/specialist for each subject shall serve as chairperson for his/her respective materials evaluation committee.
 - b. Each committee should include parents of students of Prince George's County schools. Lay citizen participants will not serve more than three years as long as other qualified persons are available and willing to serve. Alternate lay members are to be selected to serve in the absence of the assigned lay member.
 - c. The remaining members of each committee shall be professional educators chosen for their educational merit by the chairperson of each committee. Their names and work locations shall be submitted to the Textbook Office.
 - d. When a software product is involved, the product must first



ADMINISTRATIVE PROCEDURE

EVALUATION, SELECTION, AND REVIEW OF CLASSROOM INSTRUCTIONAL MATERIALS

6180.1

Procedure No.

January 1, 2008

Date

- be certified through the IT Department prior to conducting the adoption process. The signature of an IT professional is required. (See Attachment 2)
- e. A member of the Textbook Office, ESOL Office, Special Education Office, and TAG Office must also be consulted during the review process. Signatures of the individuals consulted must be secured on the appropriate form(s) for record-keeping.
2. For an adoption of materials serving less than 1,000 students, materials may be reviewed and approved using a departmental materials review sub-committee but must still follow the adoption process as outlined in Section IV. D.

Departmental materials review sub-committee refers to a committee formed within a particular curriculum and instruction's department for the express purpose of evaluating instructional materials. This team differs from the materials evaluation committee as it only includes individuals chosen by the curriculum supervisor/specialist and can only be utilized for materials affecting less than 1000 Prince George County schools' students. There must be at least four members in this committee. Materials that include any form of instructional technology require prior certification from the IT Department before conducting the adoption review. A signature must be obtained on Attachment 2.

D. Adoption Process:

1. Any textbook adoption that would provide materials for more than 3,000 students may include a vendor presentation. A textbook adoption shall occur under the following guidelines:
 - a. The Textbook Office will be responsible for notifying subject area curriculum supervisors/specialists a minimum of one year in advance when materials are approaching the end of their contract. Textbooks are considered for adoption every five years.
 - b. If a curriculum supervisor/specialist deems a textbook still appropriate, the textbook may continue in use. The Textbook Office must be notified of this continuation so the textbook contract may be extended.
 - c. If the curriculum supervisor/specialist deems an adoption is needed, that supervisor/specialist must inform the Textbook Office of the proposed adoption(s) prior to the beginning of the budget planning process for the next fiscal year. (i.e.,



ADMINISTRATIVE PROCEDURE

EVALUATION, SELECTION, AND REVIEW OF CLASSROOM INSTRUCTIONAL MATERIALS

6180.1

Procedure No.

January 1, 2008

Date

- notification in September 2007 for an adoption in August 2008)
- d. In October, the supervisor sends a request to the vendors for a minimum of three sets of samples of the materials to be reviewed. One set is to be sent to the Textbook Office.
 - e. In December, the supervisor sends a formal letter to the vendor providing notification of the intended review date, the materials to be sent for the review, the location to which the material is to be sent, copies of the timeline, all forms used in the review process, and an invitation to the vendor to conduct a presentation if needed. The curriculum supervisor/specialist will review all responses from vendors. A minimum of two different vendors must be considered in the review process.
 - f. A review of the materials by teachers, parents and other staff must be conducted and documentation of the feedback (Attachment 7) in relation to the materials reviewed must be submitted to the Textbook Office.
 - g. The curriculum supervisor must conduct a review of the materials by the end of the second week in January of the fiscal year prior to the year of adoption. All documentations of the review and feedback conducted must be submitted to the Textbook Office and a letter sent by the supervisor to the vendors informing them of the results of the review process.
 - h. Beginning the third week of January, the Textbook Office will conduct negotiations with the selected vendor(s).
 - i. In preparation for presentation to the Executive Council and to the Board, the supervisor/specialist is required to prepare the Executive Council form and the Board Action Summary form and provide one copy as follows: the Director of Curriculum and Instruction, the Coordinating Supervisor of the Textbooks Program, and the Textbook Office.
 - j. The results of the adoption process is presented to the Executive Council and approved by the Board by the end of March and prior to beginning purchasing. (See Attachment 1 for a timeline)
2. Textbook software, instructional software, and online materials adoptions shall follow the procedures above, with the following additional guidelines:
 - a. All textbook software and/or online resources that will be used by students or teachers must be tested by Information Technology prior to conducting the review, to certify that it will successfully operate in our schools on the approved



ADMINISTRATIVE PROCEDURE

EVALUATION, SELECTION, AND REVIEW OF CLASSROOM INSTRUCTIONAL MATERIALS

6180.1

Procedure No.

January 1, 2008

Date

standard computer, and must comply with COMAR 13A.05.02.13 H.

- b. For all textbook and other instructional software, vendors must grant permission to include adopted software and related content on the standard computer image.
- c. For all online textbook resources, vendors must provide universal student access codes to ensure that no student data resides outside of the Prince George's County firewall.

E. EVALUATION: (See Attachment 2)

1. Before the committee meets and votes, members of the committee responsible for reviewing content, shall have actually read the book or thoroughly reviewed the material and shall state their reasons for recommending or not recommending the item. The standards for conducting the evaluation (see forms in attachments) should be used as a part of the review process.
2. The committee members approving or not approving the recommended selection **MUST** state on the form to be supplied to them why, in their opinion, the selected materials should or should not be approved.
3. Furthermore, the form (See Attachment 2) given to the committee members will contain:
 - a. Notification of possible controversial material.
 - b. Space for each committee member to notate the reason for recommending the material and to initiate his/her own alert as to possible controversial material.
4. Certification by a majority of the committee membership, including the chairperson, that the material was read or viewed in its entirety prior to being recommended for adoption.
5. Upon a majority vote for approval, the recommendation for the adoption of the textbook series will go to the Director of Curriculum and Instruction and copied to the Coordinating Supervisor of Comprehensive Instructional Support in the form of a memorandum written by the curriculum supervisor/specialist. The Director of Curriculum and Instruction will assure that the form for Executive Council presentation is prepared and presented in a timely fashion. If a majority vote cannot be obtained, the curriculum supervisor/specialist shall make the recommendation on which material(s) he/she considers best for the program and consult with the Director of Curriculum and Instruction on his/her choice.
6. Upon review by Executive Council, the adoption request will then be submitted to the Board of Education for final approval. The



ADMINISTRATIVE PROCEDURE

EVALUATION, SELECTION, AND REVIEW OF CLASSROOM INSTRUCTIONAL MATERIALS

6180.1

Procedure No.

January 1, 2008

Date

Superintendent of Schools will make the decision as to whether vendor presentation to the Board will be beneficial. If presentation is desired, the curriculum supervisor/specialist will be responsible for arranging the presentation with the vendor.

7. The Board of Education of Prince George's County will be given the following information with each item of material for approval:
 - a. The names of the committee members,
 - b. Evidence of certification that the instructional software meets standards, will successfully operate on standard school computers, and has an implementation plan ensuring that the software will be available for use in a timely fashion,
 - c. The reason for recommendation, and
 - d. Evidence of majority approval.
8. If a material is not approved for purchase, its title will be placed on file with the Textbook Office and it shall not be reconsidered for a period of two years.
9. If a material is approved, it shall remain on the list of approved titles kept by each corresponding curriculum and instruction department for a period of five years from publication before it shall be automatically removed and resubmitted for recommendation.
10. The departmental supervisor/specialist will send letters to all vendors participating in the adoption indicating as to whether their company's materials were adopted or not. A copy of this letter will be sent to the Textbook Office. The departmental supervisor/specialist will send an email to the Textbook Office indicating the chosen vendor.
11. The textbook office will set up meetings for contract negotiations with the approved vendor. -
12. Revised editions of any previously approved materials shall be automatically approved if the chairperson of the evaluation committee certifies to the manager of the Textbook Office and the Director of Curriculum and Instruction that he/she has reviewed the revised edition and finds no substantial change and that the materials still meets students' needs.

F. Review:

In the event a parent or citizen complains of the use of certain classroom instructional material in the schools, the parent or citizen should follow the guidelines in Administrative Procedure 4171, Responding to Inquiries and Complaints from the Public.



ADMINISTRATIVE PROCEDURE

EVALUATION, SELECTION, AND REVIEW OF CLASSROOM INSTRUCTIONAL MATERIALS

6180.1

Procedure No.

January 1, 2008

Date

- G. Approval by the Board of Education:
1. The Board of Education of Prince George's County shall be furnished with additions to the approved classroom instructional list once a year.
 2. Nothing in this procedure, however, shall preclude the Superintendent of Schools from seeking Board of Education approval for the use of instructional materials at such other times as he or she deems essential.
- V. **RELATED STATE PUBLIC SCHOOL LAW, RESOLUTIONS, AND SCHOOL SYSTEM PROCEDURES:**
- A. Education Article, Annotated Code of Maryland, Section 7-106.
 - B. Code of Maryland Regulations, Section 13A.04.05.05.
 - C. Building Library Media Collections – Policies and Procedures for Evaluation and Selection of Instructional Materials: Maryland State Department of Education.
 - D. Administrative Procedure 4171, Responding to Inquires and Complaints From the Public.
 - E. Administrative Procedure 6180.2, Evaluation of Library Media Material.
 - F. Administrative Procedure 6180.3, Challenge or Contest by Parents of the Appropriateness of Instructional Materials for an Individual Student.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures will be regularly reviewed by the Division of Academics, Department of Curriculum and Instruction, Comprehensive Instructional Support, and the Division of Information Technology (for the technology related portions), and updated as required.
- VII. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6180.1, dated March 1, 2006.
- VIII. **EFFECTIVE DATE:** January 1, 2008.

Approved by:
John E. Deasy
Superintendent of Schools



ADMINISTRATIVE PROCEDURE

EVALUATION, SELECTION, AND REVIEW OF CLASSROOM INSTRUCTIONAL MATERIALS

6180.1

Procedure No.

January 1, 2008

Date

Attachments:

1. Materials Adoption Timeline
2. Evaluation of Classroom Instructional Materials Form
3. Standards for Evaluating Classroom Instructional Materials: Print and Non-Print
4. Standards for Evaluating Plays
5. Standards for the Evaluation of Instructional Software
6. Standards for the Evaluation of Instructional Online Resources
7. Instructional Materials Staff/Parent Feedback Sheet
8. Presentation to the Executive Council Form
9. Board Action Summary Form
10. Form Letter to Publishers

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11