

# REGULATION ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** IH, JG

**Responsible Office:** DIVISION OF CURRICULUM AND INSTRUCTION

## MATERIALS OF INSTRUCTION - REVIEW, EVALUATION, AND SELECTION

### A. PURPOSE

To establish procedures for the review, evaluation, and selection of materials of instruction, and ensure that materials of instruction that support Anne Arundel County Public Schools (AACPS) curriculum are available to AACPS students and staff.

### B. BACKGROUND

The review, evaluation, and selection of materials of instruction is essential in ensuring that AACPS provides content that is appropriate, engaging, multicultural, and challenging for students. The *Review and Evaluation of Materials of Instruction Manual* was developed to provide a comprehensive and consistent process for the review, evaluation, and selection of materials of instruction at AACPS.

### C. DEFINITIONS

1. ***Electronic Resources*** – electronic materials used as primary materials of instruction and/or to support, enhance or expand materials of instruction, including but not limited to, computer software, free apps, paid apps, internet websites, and online subscriptions. Electronic resources can be both primary and supplemental materials of instruction.
2. ***Library Media Materials*** – materials used to support curriculum, research, and free-choice reading.
3. ***Materials of Instruction*** – primary or supplemental materials, regardless of format, that support teaching and learning.
  - a. ***Primary Materials of Instruction*** – materials used as a primary source of instruction to achieve the goals and objectives of a course curriculum, including but not limited to, textbooks, other printed or electronic resources, and consumables.

- b. *Supplemental Materials of Instruction* – materials used to enhance an instructional program as an addition to and not as a substitute for primary materials of instruction.

#### D. PROCEDURES

1. Prior to purchase or instructional use, all materials of instruction shall be selected from those materials approved as a result of the review, evaluation, and selection process, and in accordance with the *Review and Evaluation of Materials of Instruction Manual*.
2. The Assistant Superintendent for Curriculum and Instruction or the Assistant Superintendent for Curriculum and Instruction's designee shall ensure that materials of instruction are properly reviewed, evaluated, selected, and utilized.
3. Library Media Services Office of Review and Evaluation shall coordinate the review, evaluation, and selection of materials of instruction in accordance with the *Review and Evaluation of Materials of Instruction Manual*.
4. Guidelines for the review, evaluation, and selection of materials of instruction, published in the *Review and Evaluation of Materials of Instruction Manual*, are available on the AACPS website and from the Review and Evaluation Office, Library Media Services.
5. Materials of instruction, and electronic resources that are produced and/or recommended by the Maryland State Department of Education shall be approved for countywide use in accordance with the *Review and Evaluation of Materials of Instruction Manual*.
6. Student access to electronic resources shall be in accordance with the *Student Handbook* and the *Review and Evaluation of Materials of Instruction Manual*.
7. Copyright, Fair Use, Privacy, and Terms of Use laws and guidelines shall be followed with respect to all approved materials of instruction.
8. Any student who damages or breaks equipment, materials of instruction or supplies through carelessness, irresponsibility, or negligence shall be responsible for reimbursing the school system for the item.

**Regulation History:** Developed by the Superintendent 12/29/17  
Reviewed by the Board of Education 06/28/17  
Issued 09/06/2017

**Note Previous Regulation History:** Replaces Regulation AR607, issued 06/06/73 and revised 05/20/91 and 12/03/03; Regulation AR607.02A, issued 08/07/96; Replaces Regulation IHB-RA, rescinded on 09/06/17