

## ADOPTION AND REPLACEMENT OF INSTRUCTIONAL MATERIALS

Curriculum committees will be responsible to recommend textbooks and major instructional materials purchases. Recommendations will be to the Superintendent of Schools or designee. The function of the committee is to ensure that materials are selected in conformance with stated standards and established district standards and benchmarks.

### Definitions:

Core Instructional Materials: Core instructional materials are defined as the primary materials selected through the curriculum review process, for use in given course; examples include textbooks, fiction and nonfiction texts, maps, software databases, primary source documents, and media materials.

Supplemental Materials: Supplementary materials are defined as items selected through the curriculum review process that support core instructional materials.

Teacher-Selected Materials: Teacher-selected materials are defined as resources, which are topical and of value for a short time, used by an individual teacher. Examples include articles from a newspaper or weekly magazine, teacher-created material, streaming media, pamphlets, media material, and resource speakers for classrooms. These resources must support the district approved curriculum through alignment with MCPS standards, benchmarks, and grade level expectations.

Selection, Adoption, and Replacement of Core Instructional Materials: Curriculum committees will be responsible to recommend core instructional materials for purchases. The function of the committee is to ensure that materials are selected in conformance with district standards and benchmarks. Recommendations will be made to the Superintendent of Schools, or designee, who will carry those recommendations to the Board of Trustees. ([Policy #2120](#))

Materials recommended for adoption will first be presented to the Teaching and Learning Committee of the Board at least one month prior to action by the Board. Pursuant to formal adoption, materials under consideration will be on display and available for review in the MCPS Administration Building for 30 calendar days. Members of the public desiring to comment on materials being considered for adoption shall have the opportunity to comment in writing on said materials.

Replaced core instructional materials will be disposed of according to [Policy #7251](#).

Selection of Teacher-Selected Material(s): Teacher-selected materials may be chosen by certified staff. While these materials do not require item by item approval, they must support the District approved curriculum through alignment with MCPS standards, benchmarks, and grade level expectations. Teacher-selected materials are subject to review by the principal and/or regional administrator who oversees teaching and learning.