

**School Library Media Programs  
Evaluation and Selection of Instructional Materials  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland**

**Procedures for Family Life and Human Sexuality  
Textbooks and Instructional Materials**

1. Textbooks are reviewed and approved by the subject-area Health Education evaluation and selection committee under the direction of the Health Education coordinator
2. The Health Education coordinator sends reviewed and recommended instructional materials and textbooks to the Citizens Advisory Committee for Family Life and Human Sexuality for review.
3. Reviewed and recommended instructional materials and textbooks are sent to the Board of Education for approval.
4. The Health Education coordinator sends copies of the approved MCPS forms (365-25) for instructional materials and a copy of the approved textbook title to the Evaluation and Selection Unit.
5. Textbooks are placed on the 30-day shelf for display for review/examination by staff and community. All other instructional materials approved by the MCPS Board of Education may be ordered by staff.
6. The approved textbook titles are advertised for school community in *The Bulletin*.
7. Schools may order textbook titles at the end of the 30-day period.