

**Procedures for Policy Statement #2315 (Instruction) of the Board of Education
Regarding Curriculum Development and Revision – Family Life Committee**

- I. The Role of the Family Life Committee
 - A. The Code of Maryland Regulations (COMAR) 13A.04.18.01 requires that each school system provide comprehensive family life and human sexuality education to students in schools. The regulations also require each local school system to consult with members of the community in developing, implementing, and evaluating the program.
 - B. The Family Life Committee is a joint committee of educators who work in CCPS and community representatives who reside in Calvert County for the purpose of reviewing and commenting on, and where appropriate, recommending instructional materials ensuring that members of the community are consulted about the public school's family life and human sexuality education program. This process assures that up-to-date, content-accurate, age-appropriate curricula and materials that are inclusive of all students are available for classroom instruction.
 - C. The Department of Instruction has final oversight and management responsibility of the Family Life Committee.
- II. Responsibilities
 - A. Consults with the professional educators charged with developing, implementing, and evaluating the health and family life program.
 - B. Maintains minutes, written reports, and recommendations.
- III. Membership
 - A. The Family Life Committee will be comprised of a cross-section of our school, parent, and professional community in Calvert County. Membership includes individuals who offer professional insight regarding the human growth and development and experience of students in Calvert County.
 - B. There will be no more than twenty-five (25) members.
 - C. Members will be designated as the elementary or secondary Family Life Committee.
 - D. Membership includes:
 1. The following members will be appointed to the committee:
 - a) Supervisor of Instruction for health education and/or Specialist of Instruction for health education
 - b) Middle school teacher of health education
 - c) High school teacher of health education
 - d) Intermediate elementary school teachers of health education

- e) Representative(s) of the Calvert County Health Department (up to four)
 - f) Representative(s) of the Calvert County Health Care Community (up to four)
 - g) Elementary School Principal or Assistant Principal, Calvert County Public Schools
 - h) Secondary School Principal or Assistant Principal, Calvert County Public Schools
 - i) Mental Health Coordinator, Calvert County Public Schools
 - j) CCPS Student representative selected by the Calvert County Association of Student Councils' Executive Board
2. Parents and Community Members at large (8)
- a) Eight community members and parents residing in Calvert County during the period of his/her term representing elementary and secondary schools will be randomly selected in the fall of each year.
 - b) The term of service for the eight community members is one (1) year.

IV. Appointment procedure

- A. Beginning in August, the Calvert County Public Schools Department of Instruction will issue a press release and post notice on the CCPS website requesting application for the upcoming school year.
- B. Applications will be submitted online. The application will include:
 - 1. Name, address, email and phone number.
 - 2. Relationship to the school system.
 - 3. Affirmation of Calvert County residence.
 - 4. Level(s) school-aged children attend.
- C. Those interested in serving on the committee shall complete an application form and submit it to the Department of Curriculum and Instruction for consideration.
- D. CCPS will appoint members to the committee in August or September.
- E. Applicants will be notified by the Chief Academic Officer by September 15 of each year.

V. Meetings and Committee Operations

- A. The Chief Academic Officer and the Director of System and Instructional Performance will serve as co-facilitators of the committee.
- B. The Family Life Committee will convene in January 2024 and meet monthly through May. Thereafter, the committee will meet three times a year. The schedule will be shared when the call for membership is completed.
- C. Additional meetings may be held at the discretion of the committee co-chairpersons, or as requested by the Supervisor of Health Education.

- D. Timely attendance at each meeting is necessary in order for the committee to complete its work. Any member who fails to attend two consecutive meetings may be replaced.
- E. Two recording secretaries (Elementary and Secondary committees) will be determined at the first meeting.