

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### INSTRUCTIONAL MATERIALS SELECTION

4.21

The School Board shall be legally responsible for the instructional materials used in the operation of District schools. Responsibility for the selection and management of the materials is that of the principal of the school. The principal is also responsible for assuring that instructional materials are used to provide instruction to students enrolled at the grade level or levels for which the materials are designed and for effectively communicating to parents, as defined by Florida Statutes, the manner in which instructional materials are used to implement the curricular objectives of the school.

- I. The following standards will be used to determine the propriety of instructional materials for selection:
  - A. The age of the children who normally could be expected to have access to the material,
  - B. The educational purpose to be served by the material, with priority being given to the selection of materials that encompass state and District performance standards,
  - C. The consideration of the racial, ethnic, socioeconomic, and cultural diversity of the district,
  - D. The degree to which the material would be supplemented and explained as part of normal classroom instruction.

Consideration should be given to recommendations made by District committees who have reviewed the available materials in a subject area. No books or other material containing hardcore pornography or other material prohibited by Florida Statute shall be used.

- II. No school may participate in a pilot program of materials being considered for adoption by the state during the eighteen (18) months prior to the official adoption of the materials by the Commissioner of Education. However, publishers, manufacturers, and/or agents are not prohibited from supplying sample copies of materials necessary for examination and review as part of the selection process.
- III. The principal of the school will provide to the Superintendent's designee prior to April 1 a list of selected materials planned for purchase for a subject during the first two (2) years of the state adoption cycle. If non-adopted materials are selected, a list of the titles and publishers will be provided with documentation that the selections and reasons for the selections have been reviewed and approved by the School Advisory Council.

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- IV. The Superintendent or designee shall notify the Department of Education by April 1 of each year the state-adopted instructional materials that will be requisitioned for use in the District.
- V. The principal is to collect from each pupil or the pupil's parent the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged and to report and transmit such amounts collected to the Executive Director of Finance. ~~If the material is lost or destroyed during the first year of use, the purchase price of the material shall be collected. If the material has been in use for more than one (1) year and is in the current adoption period, a sum ranging between fifty (50%) and seventy five percent (75%) of the purchase price shall be collected. If the material is damaged, the sum shall be determined by the physical condition of the book.~~ Upon reasonable effort by the principal to collect the sum, failure to satisfy the debt may result in the suspension of the pupil from participation in extracurricular activities or satisfaction of the debt by the pupil through community service activities at the school site as determined by the principal. The principal may not delay the transfer of a pupil's permanent record or delay the awarding of grades due to failure of payment of assessment on lost, destroyed, or damaged materials.
- VI. The district instructional materials office, when requested by the parent of a pupil in the school, shall sell to the parent any instructional materials used in the school as specified in School Board Rule 4.23.
- VII. All money collected from the sale, loss, or damage of instructional materials shall be transmitted to the Finance Department to be deposited in the District school fund and added to the District appropriation for instructional materials.
- VIII. Principals shall see that all books are fully and properly accounted for annually.
- IX. Instructional materials purchased by District School Board on behalf of dual enrollment students shall be the property of the School Board.
- X. Selection of District-Adopted Textbooks and Instructional Materials - A district council shall be appointed to review textbooks and instructional materials, which are being considered for, State adoption.
  - A. Council members shall review the training manual developed by the Florida Department of Education prior to involvement with the review and selection process. The manual provides skills to assist council members in making valid and objective decisions regarding the content and rigor of instructional materials.

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- B. The district council may not be composed of fewer than three (3) persons. One (1) member shall be a layperson and two (2) members shall be appropriately certificated instructional staff members when the council is composed of three (3) members. A council with more than three (3) members shall include at least one (1) layperson and appropriately certificated instructional staff members to constitute at least fifty percent (50%) of the composition. The Director of Curriculum and Instruction will appoint the appropriate content area expert who will serve as coordinator/consultant to the council and will be a non-voting member.
  - C. All Council members shall act in accordance with State Statute pertaining to the acceptance of gifts.
- XI. District-Adopted Textbooks and Instructional Materials - A District-adopted list identifying all School Board approved textbooks and instructional materials shall be prepared and distributed to schools.
- A. An evaluation shall be on file in the principal's office for any instructional print or non-print material to be purchased that has not been used previously in the District.
  - B. For middle and high school courses requiring supplemental reading, a list of such materials outside of the locally adopted texts/series, will be provided to parents/guardians in advance of classroom use to enable them to request alternative material should they deem it necessary.

### STATUTORY AUTHORITY:

**1001.41, 1001.42, F.S.**

### LAW(S) IMPLEMENTED:

**1001.21, 1001.43, 1006.28, 1006.29(5),  
1006.31, 1006.32, 1006.42 F.S.**

### HISTORY:

**ADOPTED: 08/21/03  
REVISION DATE(S):9/1/09, 07/13/04, 05/17/05,  
9/5/06, 1/16/07  
FORMERLY: 8.209**

### NOTES:

**No Procedure Necessary**