

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SELECTION AND MANAGEMENT OF INSTRUCTIONAL MATERIALS (Guidelines)

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 the manner in which instructional materials are used to implement the curricular objectives of the school.

- (1) 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 prohibited material by Florida Statute shall be used.

- (2) No school may participate in a pilot program of materials being considered for adoption by the state during the 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.
- (3) 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 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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- (4) 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.
- (5) 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 Finance Department. 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 year and is in the current adoption period, a sum ranging between 50 and 75 percent 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.
- (6) The principal, when requested by the parent of a pupil in the school, may sell to the parent any student textbooks used in the school. The costs of the materials to the parents would be prorated based on the original purchase price, number of years of adoption, and number of years used.
- (7) 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.
- (8) Principals shall see that all books are fully and properly accounted for annually.
- (9) Instructional materials purchased by district School Board on behalf of dual enrollment students shall be the property of the School Board.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1006.28; 1006.29(5); 1006.31, F.S.

HISTORY:

ADOPTED: XX/XX/XXXX
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