

**INSTRUCTIONAL AND CLASSROOM MATERIALS**

IT IS THE GOAL OF THE SCHOOL BOARD TO PROVIDE STUDENTS WITH THE APPROPRIATE TEXTBOOKS AND MATERIALS OF INSTRUCTION, LIBRARY MATERIALS AND EQUIPMENT, NECESSARY TO ENSURE THAT EACH STUDENT WILL BE ABLE TO PURSUE A COURSE OF STUDY TO REALIZE FULL ACADEMIC POTENTIAL.

AUTHORITY: F.S. 233.34 AND 233.43

AMENDED RULES ADOPTED: 12/7/93

POLICY ADOPTED: 6/22/89

**RULES**

1. The Board authorizes and directs the Superintendent to develop and distribute written procedures dealing with the requisition, purchase, receipt, storage, distribution, use, disposal, conservation, records of management practices and property accountability concerning instructional materials.
2. The procedures shall also cover the evaluation and selection of any instructional materials to be requisitioned that have not been used previously in the schools of the district.
3. The Superintendent or his/her designee is authorized to sell instructional materials, upon request, to the parents of pupils in the public schools of the district through the office of the Analyst of Instructional Materials.
4. The district's instructional materials evaluation, selection and adoption process will, when appropriate, provide for the selection and adoption of different types of materials designed to provide instruction to students of varying ability levels at a specific grade level.
5. Each school shall use, as the primary resource for instruction, materials which have been chosen from programs that appear on the district-approved list. The programs listed, when possible, will offer a choice of instructional techniques. This is not to preclude the use of other instructional materials as supplementary resources to enhance the selected district-approved core program materials. Each principal shall ensure that appropriate materials are used to provide instruction to students enrolled at the grade level for which the materials are designed. All nonstate adopted instructional materials must be evaluated by the school staff and approved by the Division of Instruction, prior to purchase.
6. Publishers will not offer gifts, food, money, emoluments, entertainment, employment, or other valuables which shall directly influence the Pre-Adoption Evaluation Committee, the District Adoption Committee, or School/District Personnel, in the selection or purchase of instructional materials.
7. Generally, publisher presentations in schools will not be part of the evaluation/ adoption process. However, if the Associate Superintendent of Instruction or his/her designee determines that publisher presentations are required during any part of the evaluation/adoption process, specific guidelines as issued by the Instructional Materials office and approved by the Superintendent must be followed.
8. Agents or publisher's representatives will not contact the Pre-Adoption Evaluation Committee, the District Adoption Committee, or School/District Personnel except for the Analyst of Instructional Materials and the designated curriculum supervisor for the purpose of discussing matters relating to instructional materials being considered for preadoption or district adoption.
9. Publishers and their representatives who fail to adhere to county policies and/or procedures will be notified of their infractions by the Superintendent of Schools and this could result in the withdrawal of their materials from consideration.
10. Funds expended from the general funds 2000 categories, object 4, for classroom materials and classroom supplies will be equitable in all schools. Funds expended for materials and supplies will not be less than 1% of the Board approved school unweighted F.T.E. allocation per student without special approval from the affected area superintendent.

AUTHORITY: F.S. 230.22 (1) (2); 233.46 (1) (3)

AMENDED RULES ADOPTED: 12/7/93

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