

## **INSTRUCTIONAL RESOURCES AND MATERIALS**

**FILE: U**

### **TITLE: Allocation of Instructional Materials**

#### **POLICY:**

The distribution of all textbooks, library resources, and other instructional materials shall be made on an equitable basis to district schools. The allocation of these materials shall be based on student full-time equivalent membership funds, school enrollment and membership, or similar indicators of the schools' student population.

#### **SPECIFIC AUTHORITY:**

Sections 1002.20; 1003.02; 1006.28;  
1006.40, Florida Statutes

### **TITLE: Instructional Materials Selection**

#### **POLICY:**

It is the constitutional duty and responsibility of The School Board of Orange County, Florida ("Board") to adopt and provide adequate instructional materials to all students of the district, whether the materials are selected from the list of approved materials from the Florida Department of Education or through a local selection program. The following procedures for the adoption of instructional materials apply only to those instructional materials that serve as the major content tool and basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature. The Division of Teaching and Learning shall coordinate the selection of instructional materials.

- (1) Selection of State-Adopted Instructional Materials. A district committee shall be appointed to review instructional materials which are being considered for state adoption.
  - (a) Committee members shall complete a training program developed by the Florida Department of Education prior to involvement with the review and selection process. The training shall develop skills to assist committee members in making valid and objective recommendations regarding the content and rigor of instructional materials.
  - (b) The composition of the district committee shall be in accordance with current state provisions.
- (2) Selection of District-Adopted Instructional Materials. The primary objective for districtwide adoption of instructional materials, which may include state-adopted and non-state-adopted instructional materials, is to unify the curriculum of the total district educational program. The district committee composition shall follow the same provisions as the state committee. The selection process shall be in accordance with these provisions.
  - (a) Evaluation and Recommendations. The district committee shall evaluate instructional materials for potential use in district schools and

shall provide recommendations and concerns to the Superintendent's designee regarding the evaluation results.

- (i) Public access to student editions of recommended materials will be provided twenty (20) calendar days before the public hearing described below.
- (ii) Notice of Materials. Public notice of the materials being considered for adoption shall be posted on the district's instructional materials information website and shall specifically state which instructional materials are being reviewed and the manner in which the instructional materials can be accessed for public review.
- (iii) Public Hearing. The Board shall conduct an open, noticed public hearing to receive comment on recommended materials prior to adoption.
- (iv) Public Meeting. An open, noticed public meeting, on a date other than the date of the Board's public hearing required by Section 1006.283(8)(b), Florida Statutes, to approve an annual instructional materials plan identifying instructional materials that will be purchased.
- (v) Notice of Public Hearing and Public Meeting. Notice for the Board's public hearing and public meeting shall be posted on the district's instructional materials information website and specifically state which instructional materials are being reviewed and the manner in which the instructional materials can be accessed for public review.
- (vi) During the public hearing, the parent of a public school student or a resident of the county, shall be permitted to proffer evidence that:
  - (1) A recommended instructional material does not meet the criteria provided in Section 1006.31(2), Florida Statutes or Section 1006.40(3)(d), Florida Statutes if it was selected for use in a course or otherwise made available to students in the school district but was not subject to the public notice, review, comment, and hearing procedures under Section 1006.283(2)(b)8,9, and 1, Florida Statutes; or
  - (2) Any material used in a classroom, made available in a school library, or included on a reading list contains content that is pornographic or prohibited under Section 847.012, Florida Statutes, is not suited to student needs and their ability to comprehend the material presented, or is inappropriate for the grade level and age group for which the material is used.

- (vii) For purposes of this Policy, “resident” shall mean a person who (1) has maintained his or her residence in the State of Florida for the preceding year, (2) has purchased a home that is occupied by him or her as his or her residence, or (3) has established a domicile in this state pursuant to Section 222.17, Florida Statutes.
    - (viii) In addition to comments during the public hearing, the Board shall receive comments at the public meeting.
  - (b) Objections to Selection of District-Adopted Instructional Materials. Any objection to the selection of any instructional materials shall be filed and processed as follows:
    - (i) A parent of a public school student or a resident of the county may file a petition on the form available and posted on the district’s instructional materials information website within thirty (30) calendar days after the adoption of the materials. The petitioner must sign the form, include the required contact information, and state the objection to the instructional materials.
    - (ii) Within thirty (30) calendar days after the 30-day period has expired, the Board shall conduct a public hearing on all petitions timely received, before an unbiased and qualified hearing officer. The hearing officer may not be an employee or agent of the school district. The hearing is not subject to the provisions of Chapter 120, Florida Statutes.
    - (iii) The decision of the Board after conducting the hearing is final and is not subject to appeal.
    - (iv) The Board shall maintain on its website a current list of instructional materials, by grade level, purchased by the district.
  - (c) A district-adopted list identifying all approved instructional materials shall be prepared and distributed to schools for use.
- (3) Objections to Instructional Materials Already Adopted and in Use.

With respect to instructional materials already adopted and in use, or proposed to be used in the classroom, a parent of a public school student or a resident of the county shall file a petition for review with the Board. Such material shall include not only instructional materials used in the classroom, but also bonus and/or other media material that will be placed in the school’s media center and used in the classroom.
- (4) Instructional materials on the state-adopted and district-adopted lists shall remain for the period of the state adoption cycle plus two additional years.

**SPECIFIC AUTHORITY:**

Sections 1000.41; 1001.54; 1012.28;  
1006.28; 1006.283; 1006.29; 1006.31, Florida  
Statutes

**TITLE: Acquisition of Instructional Materials**

**POLICY:**

- (1) The Board shall expend the annual allocation for acquiring instructional materials on the state-adopted list. Funds which are allocated from the state appropriation for instructional and nonprint materials and which are not expended or obligated prior to June 30<sup>th</sup> of each year shall be carried forward and added to the next year's allocation.
- (2) A maximum of fifty percent (50%) of the annual allocation, except as provided in subsection (1) herein, may be used for purchasing including library and reference books and non-print materials
- (3) The Board may authorize the issue of purchase orders subsequent to February 1 in an aggregate amount which does not exceed twenty percent (20%) of the current year's allocation, and subsequent to April 1<sup>st</sup> of each year in an aggregate amount not to exceed ninety percent (90%) of the current year's allocation for the purpose of expediting the delivery of instructional materials which are to be purchased from the ensuing year's allocation.
  - (a) Principals shall properly account for all books on forms supplied through the Division of Teaching and Learning. Principals shall prepare and transmit such textbook records and reports as may be required by the Superintendent or designee.

**SPECIFIC AUTHORITY:**

Sections 1003.41; 1006.28; 1006.283;  
1006.31; 1006.40, Florida Statutes

**TITLE: Sale of Instructional Materials**

**POLICY:**

- (1) New instructional materials which are unused and in current adoption may be purchased by the public from the state's textbook depository at the net wholesale price paid by the district. If used textbooks are available, they may be purchased from the district's textbook depository at the following rates:
  - (a) used less than one (1) year - original cost;
  - (b) used one (1) year - 75% of original cost;
  - (c) used two (2) years - 60% of original cost; and
  - (d) used three (3) years - 50% of original cost.

- (2) Instructional materials shall not be sold to students at a profit. Only those supplementary materials which have been authorized in advance may be required for classroom use.
- (a) The principal shall be responsible for determining authorized supplementary materials for school use.
  - (b) Disciplinary action or withholding school credits to require students to purchase supplementary material shall be prohibited.
  - (c) The principal shall be responsible for any expenditures for supplementary materials which are not properly authorized under existing Board rules.

**SPECIFIC AUTHORITY:**

Section 1000.41; 1001.54; 1006.28; 1012.28,  
Florida Statutes

ADOPTED: 11/17/08  
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