

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

INSTRUCTIONAL MATERIALS

4.11

1. School Board's Responsibility. The School Board has the duty to provide adequate instructional materials for all students in accordance with statutory requirements and applicable law. "Adequate instructional materials" means a sufficient number of student or site licenses or sets of materials that are available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serve as the basis for instruction for each student in the core courses of mathematics, language arts, social studies, science, reading, and literature.
 - a. Courses of study. The School Board is responsible for adopting courses of study, including instructional materials for use in the schools of the District.
 - b. Instructional materials. The School Board is responsible to provide for proper requisitioning, distribution, accounting, storage, care, and use of all instructional materials and furnish such other instructional materials as may be needed. The School Board shall ensure that instructional materials used in the District are consistent with the District goals and objectives and the course descriptions established in rule of the State Board of Education, as well as with the State and District performance standards provided for in Section 1001.03(1), Florida Statutes.
 - c. Adoption contest. The process for a parent of a public school student to contest the adoption of an instructional material is specified in School Board Rule 4.17.
 - d. Parental objections. The process for a parent to object to his or her child's use of a textbook or other instructional materials is specified in School Board Rule 4.171.
 - e. School library media services. The School Board is responsible for establishing and maintaining a program of school library media services for all public schools in the District.
2. Superintendent's Responsibility. The Superintendent has the duty to recommend such plans for improving, providing, distributing, accounting for, and caring for instructional materials and other instructional aids as will result in general improvement of the District school system, purchasing plans and procedures regarding the requisition, purchase, receipt, storage, distribution, use, conservation, records, and reports of, and management practices and property accountability concerning,

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- instructional materials, and providing for an evaluation of any instructional manuals to be requisitioned that have not been used previously in the District's schools. The Superintendent must keep adequate records and accounts for all financial transactions for funds collected pursuant to Paragraph 3 of this rule.
- a. Notice. The Superintendent shall notify the Florida Department of Education by April 1 of each year the state-adopted instructional materials that will be requisitioned for use in the District. The notification shall include a plan for instructional materials use to assist in determining if adequate instructional materials have been requisitioned.
3. Principals' Responsibility. School principals have the following duties for the management and care of instructional materials at the school:
 - a. Proper use. The principal shall assure that instructional materials are used to provide instruction to students enrolled at the grade level or levels for which the materials are designed, in accordance with District policy and procedure. The school principal shall communicate to parents the manner in which instructional materials are used to implement the curricular objectives of the school.
 - b. Money collected for lost or damaged instructional materials. All instructional materials purchased are the property of the School Board. When distributed to the students, these instructional materials are on loan to the students while they are pursuing their courses of study and are to be returned at the direction of the school principal or the teacher in charge. The school principal shall collect from each student or the student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged and to report and transmit the money collected to the District School Superintendent. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal, in accordance with School Board policy and procedures.
 - c. Disposition of funds. All money collected from the sale, exchange, loss, or damage of instructional materials shall be transmitted to the Superintendent to be deposited in the School Board fund and added to the District appropriation for instructional materials.

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- d. Accounting for instructional materials. Principals shall see that all instructional materials are fully and properly accounted for as prescribed by adopted rules of the District School Board.
4. Additional Procedures. The Superintendent is authorized to enact procedures and guidelines to implement this rule.

STATUTORY AUTHORITY: 1001.41; 1001.42, 1001.43, F.S.

LAWS IMPLEMENTED: 1006.28, F.S.

HISTORY: Adopted: 01/11/05
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