

POLICY 8.122

- 5-G** I recommend the Board approve the proposed revisions to Policy 8.122, entitled "Textbooks and Related Instructional Materials."

[Contact: Meezie Pierce, 684-5114.]

Development

CONSENT ITEM

- This revision is consistent with the proposed development of a separate Policy on textbook accountability, and it incorporates content from Directive 8.123, as well as updates reflecting the January 7 effective date of the new K-20 Education Code.

PROPOSED REVISIONS TO POLICY 8.122

TEXTBOOKS AND RELATED INSTRUCTIONAL MATERIALS

1 4. Textbooks

- 2 1. **Adequate Instructional Materials.**-- The School Board will provide adequate
3 textbooks and other instructional materials in accordance with state law and State
4 Board of Educational Rules. Instructional materials, as defined by Fla. Stat. §
5 1006.29(4) [233.07(4)], are "items having intellectual content that by design serve as a
6 major tool for assisting in the instruction of a subject or course. These items may be
7 available in bound, unbound, kit, or package form and may consist of hardbacked or
8 softbacked textbooks, consumables, learning laboratories, manipulatives, electronic
9 media, and computer courseware or software. The term does not include electronic or
10 computer hardware even if such hardware is bundled with software or other electronic
11 media, nor does it include equipment or supplies."
- 12 a. As stated in Fla. Stat. § 1006.28(1) [230.23(7)], "The term 'adequate instructional
13 materials' means a sufficient number of textbooks or sets of materials serving as
14 the basis for instruction for each student in the core courses of mathematics,
15 language arts, social studies, science, reading, and literature, except for
16 instruction for which the school advisory council approves the use of a program
17 that does not include a textbook as a major tool of instruction."
- 18 b. The Superintendent/designee or Board may determine when to waive the
19 requirement of providing a textbook and/or other instructional material to each
20 student in non-core courses.
- 21 c. Any decision by a school to use class sets or not to issue textbooks or other
22 instructional materials that are provided by the District on a one-per-student basis
23 shall be communicated to parents and area superintendents. In all instances,
24 District curricular staff and school staff shall ensure that students have adequate
25 materials for both in-class study and homework arrangements.
- 26 2. **Allocation.**-- The annual allocation and expenditure of state funds for textbooks and
27 the annual purchase of state adopted or non-state adopted materials shall be in
28 accordance with Chapter 233 1006, Part I.F, Florida Statutes, and applicable State
29 Board of Education Rules.
- 30 a. Use of State Instructional Materials Allocation.-- Absent a waiver from the DOE or
31 any applicable exemption under charter district status, at least only up to fifty
32 percent (50%) of the state allocation for textbooks shall may be used for the
33 purchase of instructional materials (including library and reference books and

34 nonprint materials) not on the state-adopted list and for repair and renovation of
35 textbooks and library books, pursuant to Fla. Stat. § 1006.40(3)(b).

36 b. As stated in Fla. Stat. § 1006.40(3)(c), the District may use up to 100 percent of
37 that portion of the annual allocation designated for the purchase of instructional
38 materials for kindergarten, and 75 percent of that portion designated for the
39 purchase of instructional materials for first grade, to purchase materials not on the
40 state-adopted list.

41 c. Any portion of state allocated funds for textbooks not expended for textbooks or
42 not otherwise designated by legislative authority for library/media materials shall
43 be expended on library and reference books and for the repair and renovation of
44 textbooks and library books. However, Of the remaining amount not otherwise
45 earmarked for library/media materials or for book repair, expenditures may be
46 made for non-state adopted materials with the approval of the Superintendent or
47 designee, pursuant to established procedures issued annually by bulletin.

48 d. Pursuant to procedures issued by bulletin annually, school centers and other
49 appropriate textbook users may requisition textbooks and ancillary instructional
50 materials prior to June 30 in accordance with prevailing statutory law and State
51 Board rules. Any request from a school center for use of the state or local District
52 allocation must be in accordance with state law and this Policy.

53 ~~b. The Superintendent shall establish and maintain the appropriate procedures for~~
54 ~~the requisition, purchase, receipt, storage, distribution, use, conservation, records~~
55 ~~and reports of, and management practices and property accountability concerning~~
56 ~~instructional materials' use in school centers consistent with state laws and other~~
57 ~~School Board Policies. [See section (6), below]~~

58 ~~c. The Superintendent shall establish procedures consistent with state laws and~~
59 ~~rules for the selection and adoption of textbooks and ancillary instructional~~
60 ~~materials and shall have the authority to determine annually whether the District~~
61 ~~participates in the state pre-adoption process [See section (6), below; most of this former~~
62 ~~subsection will be covered by the separate Policy 8.1225.]~~

63 ~~2. Accountability for and Protection of Instructional Materials~~

64 ~~a. Principals and departmental personnel concerned are charged with the~~
65 ~~responsibility of the proper care of instructional materials, no matter whether on loan~~
66 ~~to pupils or in storage.~~

67 ~~b. When distributed to students, such materials are merely loaned to students. Each~~
68 ~~parent, guardian or other person having charge of a pupil to whom or for whom~~
69 ~~materials have been issued will be held liable and will be required to pay for loss,~~

70 ~~destruction or unnecessary damage on a monetary schedule issued annually as part~~
71 ~~of the ordering procedures.~~

72 ~~e. When in storage in schools or central depositories, such materials are to be stored~~
73 ~~in a neat, orderly, and safe manner, preferably in sequence contained in the annual~~
74 ~~textbook inventory. All reasonable effort shall be made to protect materials against~~
75 ~~fire, flood, vermin, infestation, etc.~~

76 3. **Adoption and Continued Use of Instructional Materials.--** Instructional Materials
77 selected for specific courses and grade levels as part of the district's curriculum shall
78 have been reviewed by a School or District Instructional Materials Committee and
79 approved by appropriate instructional personnel. Committees shall reflect prevailing
80 appropriate state guidelines.

81 a. Any request from a school center to use textbooks or other related instructional
82 materials as part of the curriculum and which are not District adopted, per se, must
83 be approved by the Superintendent or designee. Any request for funding of such
84 materials must be approved by the Superintendent or designee. Specific
85 procedures and authorization will be issued annually.

86 b. The District adoption cycle for instructional materials shall coincide with the state
87 cycle except where a separate District adoption is deemed necessary. Adopted
88 materials shall be used during the adoption cycle until physically unsuitable or until
89 replaced with newly-adopted materials.

90 4. **Inventories.--** Annual textbook inventories of District-adopted instructional materials
91 shall be issued to schools and appropriate departments which shall serve as:

92 a. the official District adoption listing of materials used in the District's curriculum;

93 b. the inventory/summary of all curricular instructional materials for which a school
94 center/department is responsible; and

95 c. the ordering form for the following school year's needs as provided by
96 instructions/procedures issued annually.

97 5. **Disposal.--** The district Textbook Depository shall arrange for the exchange of books
98 among the various districts in accordance with state law or rule and shall maintain a
99 public lending or "give-away" program of for obsolete or physically unsuitable materials
00 or those no longer on state contract, as stated in Fla. Stat. § 1006.41, for the general
01 public, qualified non-public schools, governmental divisions, charitable organizations,
02 and foreign countries as follows:

03 a. Giving or lending the materials to other public education programs within the
04 district or state, to the teachers to use in developing supplementary teaching
05 materials, to students or others (including the general public or foreign countries),

- 06 or to any charitable organization, governmental agency, home education students,
07 private school, or state; or
- 08 b. Selling the materials to used book dealers, recycling plants, pulp mills, or other
09 persons, firms, or corporations upon such terms as are most economically
10 advantageous to the district school board.
- 11 c. All monies received by reason of sale, exchange or other disposition of
12 instructional materials shall be deposited in the District school fund and added to
13 the District appropriation for instructional materials
- 14 d. In the event that any instructional materials cannot be disposed of as provided in
15 subsections (a) or (b), the materials may be destroyed, using any reasonable and
16 safe method.
- 17 6. ~~All state and/or district statutes, rules, policies and directives not expressly covered in~~
18 ~~†This policy will be covered by periodically revised editions and/or supplemental~~
19 ~~communiqués to be determined by and issued at the discretion of the Superintendent~~
20 ~~as necessary to keep it current with the state law and rules which it supplements,~~
21 ~~although appropriate staff should be familiar with Fla. Stat. Ch. 1006, Part I.F, as this~~
22 ~~Policy is not intended to reproduce all the details set forth in the law. The~~
23 ~~Superintendent may also issue bulletins to inform personnel of detailed internal~~
24 ~~procedures and new developments from the DOE related to the subject of this Policy.~~

26 STATUTORY AUTHORITY: §§ ~~230.23(17), 230.23005,~~ §§ 1001.41(2) [230.22(2)]; 1001.42(22)
27 [230.23(22)], Fla. Stat.

28 LAWS IMPLEMENTED: §§ 1001.32(2) [230.03(2)]; 1006.28 [230.23(7); 230.33(9)];
29 1006.29 [233.07(4)]; 1006.40 [233.34]; 1006.41 [233.37];
30 233.38, Fla. Stat.

31 HISTORY: 12/9/86, 11/17/99; / /03
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Legal Signoff:

The Legal Department has reviewed the proposed revision to Policy 5.60 and finds it legally sufficient.

Attorney

Date