

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### INSTRUCTIONAL MATERIALS SELECTION

4.12

The School Board shall be legally responsible for all materials relating to the operation of District schools.

1. Selection of State-adopted Textbooks and Instructional Materials - A District council shall be appointed to review textbooks and instructional materials which are being considered for state adoption.
  - A. Council 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 council members in making valid and objective decisions regarding the content and rigor of instructional materials.
  - B. The District council may not be composed of fewer than three (3) persons. One (1) member shall be a lay person and two (2) members shall be appropriately certificated instructional staff members when the council is composed of three (3) members. A council with more than three (3) members shall include at least one (1) lay person and appropriately certificated instructional staff members to constitute at least fifty percent (50%) of the composition.
2. Selection of District-adopted Textbooks and Instructional Materials - The primary objective for District-wide adoption of textbooks and instructional materials, which may include state-adopted and nonstate-adopted textbooks and instructional materials, is to unify the curriculum of the total District educational program and to place new and current instructional materials in schools within the first two (2) years of the state-adoption cycle. The selection process shall be in accordance with these provisions.
  - A. Selected instructional staff members shall evaluate textbooks and instructional materials for potential use in District schools and shall provide recommendations and concerns to the Superintendent regarding the evaluation results. The Superintendent may appoint lay citizens to assist instructional staff members in evaluating textbooks and instructional materials.

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- B. The evaluation results of instructional staff members shall be reviewed by District curriculum staff members who shall determine the acceptability of the recommendations. District curriculum staff members shall advise the Superintendent after concluding their review. Unacceptable recommendations of instructional staff members shall be returned for further deliberation and consideration of textbooks and instructional materials.
  - C. Recommendations on textbooks and instructional materials which are accepted by District curriculum staff members shall be presented to the Superintendent.
  - D. The School Board shall consider and approve or disapprove the Superintendent's recommendations.
- 3. Selection of Nonstate Adopted Textbooks and Instructional Materials - The Superintendent shall establish the same procedures for evaluating and placing non-state adopted textbooks and instructional materials on the District-adopted list as described in section II. herein.
  - 4. District-adopted Textbooks and Instructional Materials - A District-adopted list identifying all School Board approved textbooks and instructional materials shall be prepared and distributed to schools. Schools may have access to one (1) textbook for each student for each subject area or course and other instructional materials deemed necessary to supplement the basic textbook.
  - 5. Selection of Textbooks and Supplementary Materials for Vocational-Technical Education - The coordinator for vocational-technical education shall review new textbooks and supplementary materials for technical content and accuracy. The coordinator for curriculum may consult with the appropriate occupational advisory committee to review and make recommendations on new textbooks or supplementary materials. Recommendations for new textbooks and supplementary materials shall be submitted by the coordinator to the Superintendent who shall bring before the School Board for approval.
  - 6. Term of District-adopted Textbooks and Instructional Materials - The following provisions shall apply to adoption terms:

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- A. Textbooks and instructional materials on the State-adopted and District-adopted lists shall remain for the period of the State-adoption cycle plus two (2) additional years.
- B. Nonconsumable textbooks and instructional materials only on the District-adopted list shall remain for a maximum of three (3) years or until the next adoption cycle for that particular subject area begins.
- C. Consumable textbooks and instructional materials only on the District-adopted list shall remain for a maximum of three (3) years.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1006.28, 1006.29(5),**

**1006.31, 1006.32, F.S.**

**HISTORY:**

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