



A.D. HENDERSON SCHOOL /
FAU HIGH SCHOOL
Florida Atlantic University

A.D. HENDERSON UNIVERSITY SCHOOL / FAU HIGH SCHOOL INSTRUCTIONAL MATERIALS & TEXTBOOK POLICY

Mrs. Sherry Bees, Principal / Director
Dr. Joel Herbst, Assistant Dean Office PK-12 Programs
Dr. Valerie J. Bristor, Superintendent

SAB APPROVED APRIL 26, 2017

Table of Contents

Instructional Materials Defined.....3

Superintendent’s Responsibility3

Principal/Director’s Responsibility.....3

Distribution3

Lost and Damaged Materials4

Collection of Fines4

Proper Care.....4

Accounting for Materials4

Records and Reports.....4

Use of Materials.....4

Care of Materials4

Evaluation and District Adoption of Instructional Materials.....5

Adoption of Instructional Materials.....5

Utilization of Instructional Materials.....5

Unusable Instructional Materials5

Disposition of Obsolete and Unusable Instructional Materials Including Software.....6

Purchasing State Adopted Instructional Materials with Regular Allocation of Funds.....6

Procedures Concerning Challenged Instructional Materials after Adoption.....6

FAU Lab School's Instructional Materials Policy, Including Textbooks

Instructional Materials Defined

Instructional materials are defined as items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardback or softback textbooks, consumables, learning laboratories, manipulatives, and computer software. Electronic or computer hardware, even if such hardware is bundled with software or other electronic media are not considered instructional materials. Included are the following: State-adopted textbooks and ancillary materials, non-adopted related materials that accompany State-adopted texts, books, library and reference books not included on the State adopted list, documents, photographs, maps, charts, globes, recordings, slides, transparencies, pre-recorded audio and videotapes, CD-ROM discs, computer software, or science laboratory materials; including an allocation for the repair and renovation of textbooks and library books; but shall not include furniture, calculators, audio-visual, office and/or other equipment or teaching supplies. Teaching supplies (not to be purchased with flexibility funds) are those classroom, office, audio-visual, or library non-published supply items of an expendable nature, such as chalk, paper, ink, pens, paint brushes, projection lamps, laminating films, and library cards.

Superintendent's Responsibility

The Superintendent, or designee, shall be responsible for the requisition, purchase, receipt, storage, distribution, use, conservation, records, and reports of, and management practices and property accountability concerning, instructional materials.

Principal/Director's Responsibility

School Principal/Director is responsible for ensuring that instructional materials are used to provide instruction to students enrolled at the grade level(s) for which the materials are designed and to effectively communicate to parents the way materials are used to implement the curricular objectives of the school.

Distribution

Administration and teachers shall supervise the distribution of instructional materials. Students or parents are to pay a reasonable charge for lost or damaged instructional materials.

Lost and Damaged Materials

Administration designated by the Principal/Director 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 Superintendent. The failure to collect such sum upon reasonable effort by staff may result non-reenrollment of the student for the next academic school year.

Collection of Fines

All funds collected from the sale, exchange, loss, or damage of instructional materials shall be transmitted to the District school fund and added to the District's appropriation for instructional materials.

Proper Care

Administrators and teachers shall ascertain by inspection and ensure through every available agency that all books issued to the school by the Superintendent, or designee, either in the hands of students or in storage, are cared for properly.

Accounting for Materials

Administrators and teachers shall see that all instructional materials, including textbooks, are fully and properly accounted for on forms supplied by the district.

Records and Reports

Administrators and teachers shall prepare and submit such records and reports of instructional materials, including textbooks, as may be required by the Department of Education and such supplementary records and reports as directed by the Principal/Director.

Use of Materials

Teachers shall use all textbooks and other instructional materials in accordance with established procedures.

Care of Materials

Students are expected to take good care of the instructional material assigned to them.

Evaluation and District Adoption of Instructional Materials

The Principal/Director, shall appoint committees to evaluate materials, obtain samples, train committees, and publicize adoptions. These committees should include parents, and school personnel. These committees shall, in accordance with the procedure established by the Principal/Director to evaluate instructional materials which have not been used previously in the district to determine their appropriateness and usability in the schools before such materials are requisitioned. Evaluations will consider the Florida Standards and the Florida Lab School Mission. Following such evaluations, a list of District recommended and adopted instructional materials shall be prepared by April 15th of each school year for use during the following school year. Normally, only those instructional materials which have been District recommended and District adopted shall be requisitioned for use in this school system. A waiver from the Principal/Director may be requested by following procedures established by FAU Lab School's. By April 1st of each year the District will notify the Department of Education of the District's plan for purchasing State adopted materials as required by State statute. The Principal/Director or designee will be notified of all pilots of instructional materials in the District. No pilots of instructional materials being considered for State adoption will be done eighteen (18) months prior to official adoption. Pilots during the first two (2) years of an adoption require the prior approval of the Commissioner of Education.

Adoption of Instructional Materials

It is the constitutional duty and responsibility of the FAU Lab School's to adopt and provide adequate instructional materials to all students of the District, whether the materials are selected from Florida Department of Education (FDOE) approved materials list or through a local selection program.

Utilization of Instructional Materials

District adopted instructional materials shall be used until the physical condition of the material makes it unsuitable for use or until the material is obsolete. Instructional materials shall be considered obsolete when both the State contract expires and the title is removed from the District adopted list. All obsolete instructional materials shall be returned to the central book depository for proper disposition or salvage.

Unusable Instructional Materials

District adopted instructional materials may become physically unusable prior to the expiration of the adopted contract period and/or before they have met the criteria to be declared eligible for discard. Those instructional materials that become unfit for student use (i.e., lose or torn pages, water damage, missing pages or covers, obscenities, etc.) may be declared unusable by the principal, removed from the inventory, and returned to the central textbook depository.

Disposition of Obsolete and Unusable Instructional Materials Including Software

District adopted instructional materials which are obsolete shall be returned to the central textbook depository. Instructional materials declared to be of no further value to this school system may be disposed of as follows:

1. given to teachers to use as resource materials;
2. offered to other schools in Palm Beach County;
3. made available to any governmental agency, charitable organization, or any individual;
4. sold to used book dealers, recycling plants, pulp mills, or other persons or firms, at the discretion of the Principal/Director.

Funds received will be added to the instructional materials appropriation. Materials that cannot be disposed of through one (1) of these four (4) methods will be disposed of with commercial or public disposal methods.

Purchasing State Adopted Instructional Materials with Regular Allocation of Funds

State adopted instructional materials requests are completed on printed forms or electronically entered and forwarded to the office of the Director of School Operations for processing before items are ordered from the State depository. Current and adequate instructional materials will be purchased in the first three (3) years of an adoption for the core subject areas of Language Arts, Social Studies, Science, Mathematics, Literature, and Reading. Each student will be provided with a textbook or other materials as a major tool of instruction in the core subject areas listed above.

Procedures Concerning Challenged Instructional Materials after Adoption

Challenges to educational materials are addressed in procedures/guidelines established by the Principal/Director. The responsibility for the selection of education materials is delegated to the professionally trained personnel employed by the District. Selection of materials involves many people: principals, teachers, students, supervisors, coordinators, and library information specialists. The responsibility for approving supplemental materials such as novels or digital content for classroom study rests with the Principal/Director. In selecting supplemental material for the Principal/Director approval or designee, teachers shall consider the relative level of maturity of their students and their need for guidance in the study of such material. It is the responsibility of the teacher (or other instructional staff member) who intends to use supplemental materials to notify the Principal/Director of potentially controversial materials that may be considered offensive to reasonable persons within the community. It is the responsibility of the

INSTRUCTIONAL MATERIALS POLICY

Principal/Director to ensure that the materials used are appropriate and consistent with the Florida Standards for the course. It is the responsibility of the Principal/Director or their designee to assist the teacher in devising methods to minimize or eliminate controversial materials, including, if appropriate, notifying parents of the nature of the material. If the Principal/Director or their designee decides the materials should not be taught and the teacher disagrees with this decision, the teacher may appeal to the Assistant Dean / Executive Director of K-12 Programs. If a parent objects to his/her child's use of instructional materials, the teacher shall provide alternate instruction and an equal, equitable, alternate assignment. If a parent objects to the use of the material with other children besides his/her own child, the complainant must file the objections in writing on the Principal/Director. The Principal/Director will forward to the School-Based Instructional Materials Review Committee. This review committee appointed by the Principal/Director is composed of three (3) faculty members, two (2) parents chosen by the school advisory body.

The review committee will contact the respective subject area content specialist (s) for input. The Principal/Director will inform the Assistant Dean/Executive Director of K-12 Programs of the complaint. The material in question will remain in use until the School-Based Instructional Materials Review Committee recommends a final decision. The School-Based Instructional Materials Review Committee will read or view the challenged materials referred to it. The committee should check the general acceptance of the materials by reading professional reviews provided by the Superintendent or designee. These professional reviews should present a balanced view if possible. The committee should weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context. The review committee will meet to discuss the material and the complainant and teacher will be invited to speak. The Principal/Director and appropriate District personnel should attend the meeting. The committee will prepare a report of its findings. Copies of the report will be given to the complainant by the Principal/Director. Additional copies will be provided to the Assistant Dean/Executive Director of K-12 Programs and the Superintendent. The Superintendent will review the committee's recommendation and decide the issue. The Superintendent's decision shall be final.

Approved by the School Advisory Body - Education Committee on 4/19/2017