

FAU Lab School's Instructional Materials and Textbook Adoption Policy

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, is 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, audio and videotapes, 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.

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's Responsibility

The principal 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

Administrators 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 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 report and transmit the money collected to the school. The failure to collect such a sum upon a reasonable effort by staff may result in 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 school fund and added to the school'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.

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.

Adoption of Instructional Materials

It is the constitutional duty and responsibility of the FAU Lab Schools 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. Please see the [FDOE's timeline and process](#) for adoption of instructional materials.

Evaluation and District Adoption of Instructional Materials

The Education Committee of the School Advisory Body (SAB) is responsible for ranking, eliminating, and selecting instructional materials. This committee should include parents and school personnel. For each adoption cycle, subject-area experts may be recruited to serve on the Education Committee. Each member of the Education Committee will participate in the Library Media Training provided by the Florida Department of Education as required by law under s. 1006.28(2)(d) and s.10006.29(6) Florida Statutes. This committee shall determine their appropriateness and usability in the schools before such materials are requisitioned. Evaluations will consider the Florida Standards and the Florida Atlantic University Lab School mission. Following such evaluations, a list of district-recommended and adopted instructional materials shall be prepared each school year for use during the following school year. Only those instructional materials that have been district recommended and district adopted shall be requisitioned for use in this school system. 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 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 implemented 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.

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 the State contract expires and the title is removed from the district adopted list. All obsolete instructional materials shall be properly disposed of or salvaged.

Purchasing State Adopted Instructional Materials with Regular Allocation of Funds

Instructional materials will be purchased in the first three (3) years of an adoption cycle 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.

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., loose or torn pages, water damage, missing pages or covers, obscenities, etc.) may be declared unusable by the principal or designee and removed from the inventory.

Disposition of Obsolete and Unusable Instructional Materials Including Software

Instructional materials declared to be of no further value to this school system may be disposed of as follows:

- given to teachers to use as resource materials;
- offered to other schools in surrounding counties;
- made available to any governmental agency, charitable organization, or any individual; or
- sold to used book dealers, recycling plants, pulp mills, or other persons or firms, at the discretion of the principal.

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.

Procedures Concerning Challenged Instructional Materials after Adoption

The responsibility for the selection of educational materials is delegated to the professionally trained personnel employed by the district. Selection of materials may involve many people such as principal, assistant principals, teachers, students, supervisors, coordinators, curricular specialists, and at least one parent. The responsibility for approving supplemental materials such as novels, digital content for classroom study, and classroom libraries rests with the principal or designee. In selecting supplemental material, teachers shall consider the relative level of maturity of their students and their need for guidance in the study of such material and must be free of any material prohibited under s. 847.012, F.S. It is the responsibility of the principal or designee to ensure that the materials used are appropriate and consistent with the Florida Standards for the course. It is the responsibility of the principal or designee to assist the teacher in devising

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methods to minimize or eliminate controversial materials, including, if appropriate, notifying parents of the nature of the material. If the principal or their designee decides the materials should not be taught and the teacher disagrees with this decision, the teacher may appeal to the Superintendent. 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.

Objections to instructional materials are submitted to the Education Committee. Utilizing guidance from Section 1006.28, Florida Statutes, grade level standards, curricular goals, and student needs, decisions are reached, and outcomes are shared with the party submitting the objection. Objections to instructional materials are submitted by completing the [ADHUS/FAUHS Objection to Instructional Materials Form](#). The form is reviewed by the principal or designee who will forward the objection to the Education Committee. This committee, a subcommittee of the School Advisory Body, is composed of a diverse group of community members, faculty members, parents, and students.

The Education Committee may contact a subject area content specialist(s) for input. Any material that is subject to an objection that is pornographic or prohibited under s. 847.012, F.S. or depicts or describes sexual conduct as defined in s. 847.001(19) will be removed within five (5) school days of receipt of the objection and remain unavailable to students until the objection is resolved.

The Education 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 committee will discuss the material, and the complainant will be invited to speak. The principal and appropriate district personnel should attend the meeting.

If the committee finds that any instructional material contains prohibited material under s. 847.012, the district shall discontinue the use of the material. Meetings of the committee convened to resolve an objection by a parent or community member will be noticed and open to the public in accordance with s. 289.01, F.S. The committee will prepare a report on its findings. Copies of the report will be given to the complainant by the principal. Additional copies will be provided to the Superintendent. The SAB's decision after convening a hearing is final and not subject to further petition or review. However, if a parent disagrees with the district's determination, the parent may request the Commissioner of Education to appoint a special magistrate to consider the information provided and render a recommended decision for resolution within 30 days of the request.

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Authority: s. 1006.40, F.S.; s. 1006.283, F.S.; s. 847.001, F.S.; s. 847.001, F.S.