

Related Entries: (Not identified at this time)

District Management and Selection of Instructional Materials

The Superintendent shall prepare guidelines compatible with those of the State, for carrying out the provisions of law and State Board of Education Rules for the requisition, purchase, storage, distribution, use, conservation, management, property accountability and the keeping and filing of necessary records and reports relating to instructional materials and other educational media materials.

As used in this policy, instructional materials are defined as materials that serve as the basis for instruction for each student in the core courses of mathematics, language arts, social studies, science, reading and literature.

(1) Management of Library Media Material

(a) The standards for the selection of library media materials shall include those established by the American Library Association, the Association of Educational Communication and Technology, the Florida Association for Media in Education, and the Board, utilizing the recommendations of professional educational media specialists and/or certified professional educators.

(b) Any complaint or objection to the selection or use of any library media materials shall be filed and processed as follows:

1. The complainant shall submit a letter to the school principal outlining objections to the material in question. Within 10 school days the principal and/or designee and the school media specialist shall meet with the complainant for the purpose of hearing the complainant's concerns and attempting to resolve the issue without removing the material in question from the library collection. If the complainant is not satisfied with the results of this meeting, a formal complaint may be filed with the Superintendent following the steps listed below.
2. The complaint shall contain the specific reasons relating thereto for the complainant's objections and shall be made in writing on the form provided by the principal or Superintendent and shall be filed with the Superintendent.

- 44 3. The Superintendent shall submit the complaint for review to an Ad Hoc
45 educational media review committee consisting of professional media
46 specialists and lay members.
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- 48 4. The Superintendent's appointed educational media committee shall
49 study the complaint, review the media in question in its entirety and
50 submit complete written findings of fact and recommendations to the
51 Superintendent who shall forthwith make a final decision on the
52 disposition of the complaint, promptly notifying all parties relating
53 thereto.
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55 (2) Objection to Instructional Materials Presently in Use
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- 57 (a) Any interested party, citizen of Lee County and parents or guardians of
58 students currently enrolled in the Lee County School District may submit a
59 complaint or objection to the use of instructional materials in any classroom in
60 the School District. If requested, the school must provide access to the material
61 or book. The complainant shall submit a letter to the school principal outlining
62 objections to the material in question. Within 10 school days the principal
63 and/or designee shall meet with the complainant for the purpose of hearing
64 the complainant's concerns and attempting to resolve the issue without
65 removing the material in question from the classroom. If the complainant is not
66 satisfied with the results of this meeting, a formal complaint may be filed with
67 the Superintendent following the steps listed below:
68
- 69 1. The complaint shall contain the specific reasons for the complainant's
70 objections and shall be made in writing on the form provided by the
71 principal or Superintendent and shall be filed with the Superintendent.
72
- 73 2. The Superintendent shall submit the complaint for review to an Ad Hoc
74 instructional material review committee consisting of teachers,
75 administrators, and lay members.
76
- 77 3. The Superintendent's appointed instructional material committee shall
78 study the complaint to review the material in question in its entirety and
79 submit complete written findings of fact and recommendations to the
80 Superintendent who shall forthwith make a decision on the disposition
81 of the complaint, promptly notifying all parties relating thereto.
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- 83 4. Each semester a hearing will be conducted before the Lee County
84 School Board to address any unresolved complaints with regard to
85 instructional materials not adopted through the process established in
86 section (3)(a) of this policy.
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- 91 (3) Instructional Materials Adoption
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93 (a) It is the constitutional duty and responsibility of the Lee County School Board
94 to adopt and provide adequate instructional materials to all students of the
95 District, whether the materials are selected from Florida Department of
96 Education (FDOE) approved materials list or through a local selection
97 program.
98
99 1. The district maintains a list of current adopted materials on the district's
100 website.
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102 2. Public access to recommended materials will be provided twenty (20)
103 days before consideration by the School Board.
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105 3. Public notice of the materials being considered for adoption shall
106 specifically list the materials and how they can be accessed.
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108 4. The School Board shall conduct an open noticed public hearing to
109 receive comment on recommended materials prior to adoption.
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111 5. The School Board shall conduct an open noticed public meeting, on a
112 date other than the date of the public hearing required by section (3)(a)3
113 to approve an annual instructional materials plan identifying
114 instructional materials that will be purchased.
115
116 6. The School Board shall receive comment at the public hearing and
117 meeting as prescribed in Policy 1.09.
118
119 (b) Any objection to the selection of any instructional materials shall be filed and
120 processed as follows:
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122 1. Any interested party, citizen of Lee County and parents or guardians
123 of students currently enrolled in the Lee County School District may file
124 a petition on the form available and posted on the District's instructional
125 materials information website within 30 calendar days after the
126 adoption of the materials.
127
128 2. After expiration of the 30 day period for filing a petition, a public hearing
129 will be conducted before a hearing officer, who is not a district
130 employee or agent of the school district. The hearing officer is to be
131 contracted by the school district.
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133 3. The decision of the Board, after conducting the hearing, is final and not
134 subject to appeal.
135
136 4. The School Board shall provide annual written notice to the parents of
137 students currently enrolled in the Lee County School District of their

138 ability to access their child’s instructional materials. This notice shall
139 also be posted on the District’s instructional materials information
140 website.

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143 **STATUTORY AUTHORITY:** 1001.42, 1001.43, 1006.28, 1006.283, 1006.34, 1006.40,
144 F.S.

145
146 Adopted: 1/6/09
147 Revised: 2/24/15
148 Revised: 1/23/18