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.
3. The Superintendent shall submit the complaint for review to an Ad Hoc educational media review committee consisting of professional media specialists and lay members.

4. The Superintendent's appointed educational media committee shall study the complaint, review the media in question in its entirety and submit complete written findings of fact and recommendations to the Superintendent who shall forthwith make a final decision on the disposition of the complaint, promptly notifying all parties relating thereto.

(2) Objection to Instructional Materials Presently in Use

(a) Any interested party, citizen of Lee County and parents or guardians of students currently enrolled in the Lee County School District may submit a complaint or objection to the use of instructional materials in any classroom in the School District. If requested, the school must provide access to the material or book. 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 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 classroom. 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:

1. The complaint shall contain the specific reasons 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.

2. The Superintendent shall submit the complaint for review to an Ad Hoc instructional material review committee consisting of teachers, administrators, and lay members.

3. The Superintendent's appointed instructional material committee shall study the complaint to review the material in question in its entirety and submit complete written findings of fact and recommendations to the Superintendent who shall forthwith make a decision on the disposition of the complaint, promptly notifying all parties relating thereto.

4. Each semester a hearing will be conducted before the Lee County School Board to address any unresolved complaints with regard to instructional materials not adopted through the process established in section (3)(a) of this policy.
Instructional Materials Adoption

(a) It is the constitutional duty and responsibility of the Lee County School Board 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.

1. The district maintains a list of current adopted materials on the district’s website.

2. Public access to recommended materials will be provided twenty (20) days before consideration by the School Board.

3. Public notice of the materials being considered for adoption shall specifically list the materials and how they can be accessed.

4. The School Board shall conduct an open noticed public hearing to receive comment on recommended materials prior to adoption.

5. The School Board shall conduct an open noticed public meeting, on a date other than the date of the public hearing required by section (3)(a)3 to approve an annual instructional materials plan identifying instructional materials that will be purchased.

6. The School Board shall receive comment at the public hearing and meeting as prescribed in Policy 1.09.

(b) Any objection to the selection of any instructional materials shall be filed and processed as follows:

1. Any interested party, citizen of Lee County and parents or guardians of students currently enrolled in the Lee County School District may file a petition on the form available and posted on the District’s instructional materials information website within 30 calendar days after the adoption of the materials.

2. After expiration of the 30 day period for filing a petition, a public hearing will be conducted before a hearing officer, who is not a district employee or agent of the school district. The hearing officer is to be contracted by the school district.

3. The decision of the Board, after conducting the hearing, is final and not subject to appeal.

4. The School Board shall provide annual written notice to the parents of students currently enrolled in the Lee County School District of their
ability to access their child’s instructional materials. This notice shall also be posted on the District’s instructional materials information website.

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

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