

Educational Materials Procedures

1. "Instructional materials," as provided in s. 1006.29(2), F.S., means items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course.
 - x "Major tool" refers to materials that provide instructional content and student learning activities for each of the Florida Standards that are in the course descriptions for reading, language arts, literature, mathematics, science, social studies, physical education, health, world languages, visual arts and performing arts; and
 - x Materials that provide instructional content and student learning activities for each of the intended outcomes and/or student performance standards of the Career and Technical Education Curriculum Frameworks.

All "Instructional Materials" must be board approved.

- x PreK-12 students, including AICE/AP/CTC: By Statute, approved by School Board
 - x CTC/Dual students: College level classes/course numbers – No School Board approval.
2. "Library Media Center Collections" means any collection of books, ebooks, periodicals, or videos maintained and accessible on the site of a school, including in classrooms.

Must be submitted to Media Specialist for Approval by Media Advisory Committee (MAC) and Principal. (No School Board Approval Needed) Once approved can order immediately. Must use a PO to purchase.

- x AICE: Required reading, must be on syllabus, signed by parent.
 - x AP: Teacher Selected Readings, must be on syllabus, signed by parent.
1. "Supplementary" materials are defined as supporting materials that do not qualify as the major tool for instruction and do not fall under Library Media Center Collections.

Those items that do not fall into 1 & 2. Teachers sign off at beginning of the year in Records.

(In Records)

Supplementary Materials in the Classroom

Educational Materials used for classroom instruction fall under three main categories:

2. "Instructional materials," as provided in s. 1006.29(2), F.S., means items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. Instructional materials are purchased and provided by the district office.
3. "Library Media Center Collections" means any collection of books, ebooks, periodicals, or videos maintained and accessible on the premises of a school, including in classrooms. All library media center collections used for classroom instruction must be submitted to and approved by the Media Specialist, the Media Advisory Committee and School Principal.
4. "Supplementary" materials are defined as supporting materials that do not qualify as the major tool for instruction and do not fall under Library Media Center Collections.

The instructional staff member is responsible for any supplementary educational materials brought into the classroom.

I certify that all Supplementary materials used in classroom meet the statutory requirements below:

1. Free of pornography and material prohibited under [§47.012](#)
2. Suited to student needs and their ability to comprehend the material presented.
3. Appropriate for the grade level and age group for which the materials are used or made available.