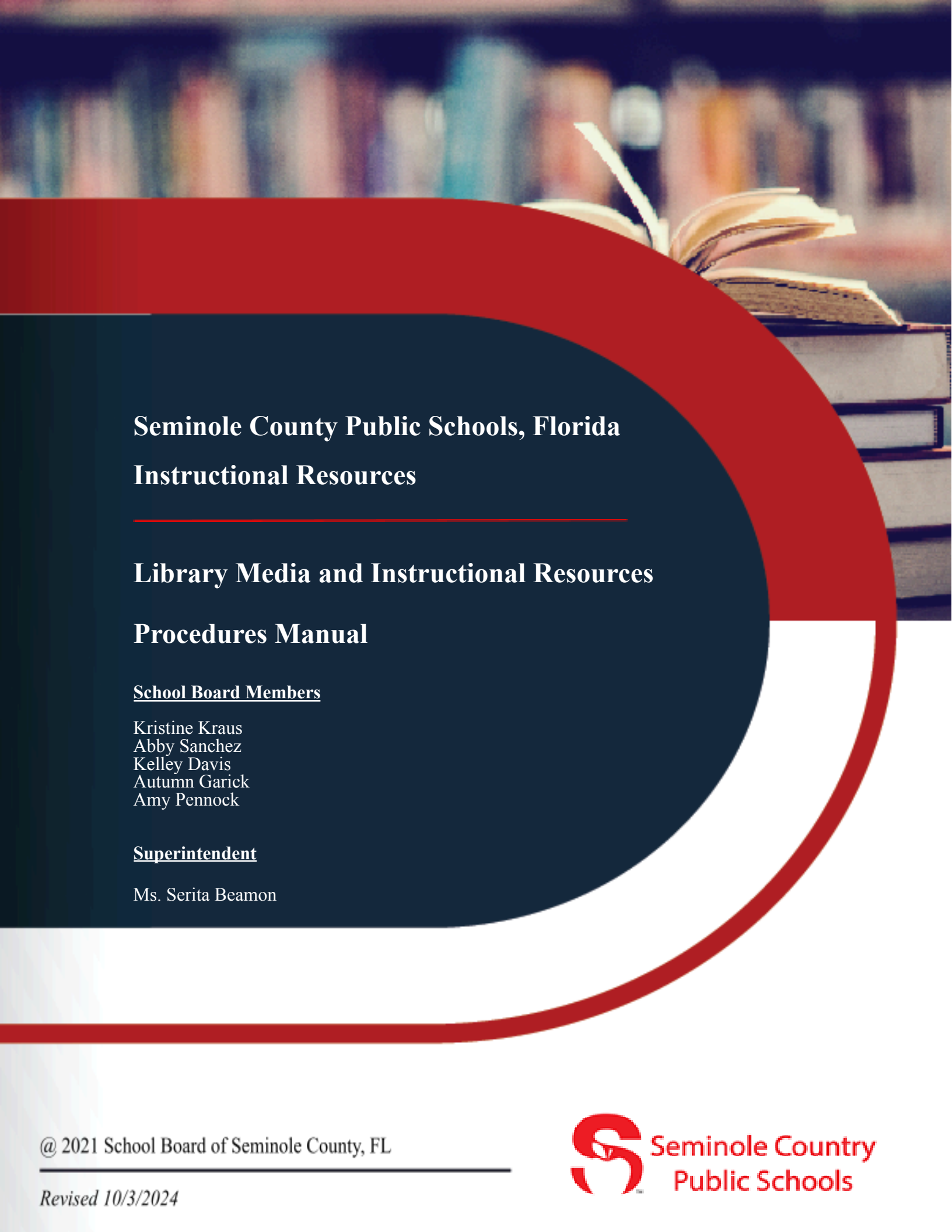




Seminole County Public Schools, Florida Instructional Resources

Library Media and Instructional Resources Procedures Manual

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LOAN OF AUDIOVISUAL EQUIPMENT, LIBRARY MEDIA MATERIALS, AND INSTRUCTIONAL MATERIALS

Reference SB po2540

Students

Students of Seminole County Public Schools, Florida may borrow audiovisual equipment and instructional media and materials outside of regular school hours for a use directly related to their instructional program or for an extracurricular activity sponsored by Seminole County Public Schools, Florida. The loan of equipment/instructional media or materials for personal use or profit is prohibited.

Staff

Staff of Seminole County Public Schools, Florida may borrow audiovisual equipment and instructional media and materials outside of regular working hours for a use directly related to their assigned responsibilities or for an assigned extra-curricular activity for students in a Seminole County Public Schools' approved event. They also may borrow such equipment and materials to be used for public information sessions when representing the school district, to meet requirements for continuing education courses in which they are enrolled as students and for use while they are instructors in a district approved in-service program. The loan of equipment or materials for personal use or profit is prohibited.

The preceding loan services are subject to the availability of equipment/materials under the condition that such loans will not affect school system needs. All loans are made with the understanding that the borrower or borrowing agency will promptly reimburse the Board for actual costs of repair or replacement of any item damaged or lost while on loan. Please click here for the [Approval of off Campus Use of School Board Property](#) form. This form can also be found on the Insider on the Property Records page, which is accessible by SCPS staff only.

DISTRICT MEDIA PRODUCTION COPYRIGHTED WORKS

Reference SB po2531

The School Board directs its staff and students to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff and students must, therefore, avoid acts of copyright infringement under penalty of law.

In order to help the staff and students abide by the laws set forth in Title 17 of the United States Code, the Board directs the Superintendent to provide administrative procedures regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted material on the Board's website.

Because the Board hosts a website and stores information on it at the direction of users, it is classified as an on-line service provider for copyright purposes. In order to limit the Board's liability relating to material/information residing, at the direction of a user, on its system or network, the Board directs the Superintendent to appoint an individual as the agent to receive notification of claimed infringement.

REPRODUCTION AND USE OF COPYRIGHTED MATERIALS

Reference SB po2531

Board policy requires that employees respect the Copyright Law and the rights of copyright owners. Copyright law information has been provided to each school library media center for reference.

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited.

The Fair Use Doctrine of the United States Copyright Law (Title 17, USC) allows for the duplication and distribution of materials for educational purposes within the four walls of a classroom and when content is cited appropriately. Once those materials leave the four walls of that room (e.g., in a podcast or video placed on a website) fair use ceases to apply and all copyright laws are in full effect.

An individual may be breaking the law if he/she reproduces or uses a work created by someone else without permission. Permission may be granted in the following ways:

- Language contained within the work permits use of the material,
- written permission has been obtained, or
- use falls under one of the special Fair Use privileges provided in the law.

Whenever you are unsure about using a copyrighted work, obtain permission from the copyright owner.

The DTL Copyright for SCPS Educators course provides an informative overview of copyright law. If you are an SCPS staff member and are interested in this course, click [HERE](#).

COPYRIGHT AND PATENTS

District Staff Handbook, p. 78-79

School Board Rights

Works created specifically for the use of a school or the school board, and/or to represent the school or school board, such as a school website, are the properties of the school board, even if created on the employee's time and with the use of their materials.

Employee Rights

Employees own the copyright to works created outside of their employment responsibilities and without the use of school board resources. Employees may post such work on the school board or school website as long as notice of such posting and claim of ownership is provided to the webmaster of the site.

District Staff Handbook, p. 71

Copyright and Patents

1. In instances in which a product has been developed that is clearly outside the position description of the employee or is related to the position description, but the product was not a requirement of the position, and when it is produced on the employee's time with his/her supplies and equipment, the results of the employee's work are his/her private property.
2. School Board employees have the right to do research, write articles, pamphlets and books, and to present papers for their products and to receive royalties that may accrue to them as a result of the sale of such works, when done on the employee's own time.
3. When such a product is a requirement of the employee's work assignment or the employee has been contracted or assigned to the development of the product, i.e., curriculum development, the employee will, if he/she desires to obtain a copyright or patent, present to the office of the superintendent, a written outline of the project and a statement of the employee's intent to acquire a copyright or patent. The superintendent will have sixty days to determine whether the school board has an interest in such a product. If, at the end of such a sixty-day period, the employee has received no such statement from the office of the superintendent, the product becomes the personal property of the employee.
4. In the event the superintendent informs the employee and recommends to the board that the board has an interest in such a product, the employee and the board may enter into whatever contractual agreement(s) may be in their interest.

SELECTION AND EVALUATION OF LIBRARY MEDIA MATERIALS

Florida Department of Education Library Media Services

Florida Statutes K-20 Education Code: Excerpts Pertaining to Instructional Materials

Reference FL S.S. 1006.28

Selection Objectives

The primary objectives of the school's educational media center are to implement, enrich, and support the educational program of the school. The media center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The School Board asserts that the responsibility of the media center is to provide:

1. Materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students served.
2. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. A background of information enabling students to make intelligent judgments in their daily life.
4. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the American heritage.
5. A comprehensive collection appropriate for the users of the media center which places principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

Criteria for Selection of Educational Materials

1. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.
2. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection (*i.e.*, administrators, faculty, parents, and students) shall be given high priority.
3. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, etc., and format and price.

Procedures for Selection

In selecting materials for purchase, per state guidelines, a certified educational media specialist must review all books, eBooks, periodicals, and videos maintained and accessible to students on the school site, including classroom libraries. The school media specialist shall evaluate the existing collection and shall consult with:

- Reputable, unbiased, professionally prepared selection aids such as those published by the American Library Association and other reputable publishing companies generally accepted by the educational media profession, or
- media staff, curriculum consultants, faculty, students, and community representation, or
- media committee appointed by the principal to serve in an advisory capacity in the selection of materials, if existing.

In specific areas, the media specialist, or other administratively designated instructional staff, shall follow these procedures:

- Purchase materials which are outstanding and frequently used.
- Replace periodically worn or missing basic items.
- Withdraw out-of-date or unnecessary items from the collection.
- Examine sets of materials and/or materials acquired by subscription, and purchase only material to fill a definite need.

INVENTORIES

Reference SB Policy 7450

Inventories and indexes of library media collections shall be maintained for each school library media center and for the district media collections. Established library media collections shall be evaluated annually, with worn and/or obsolete materials withdrawn. An annual inventory of each collection shall be conducted.

Most established library media centers expect to delete 4-5% of the collection annually. Items to remove from the collection are:

- Out of date, no longer authentic, obsolete materials,
- physically worn out and/or damaged materials, and/or
- unused and/or inappropriate materials.

Media which have been removed from the collection and which are beyond usefulness may be destroyed.

Media which have been withdrawn from the collection and are no longer educationally useful may be donated or offered for sale to students, individual citizens, or private institutions. The library media specialist, or other administratively designated instructional staff, will be responsible for identifying materials eligible for sale, and for determining the individual sale prices. The money thus collected will be added to the school's budget for the purpose of purchasing library media materials. Media that cannot be sold may be donated to students, individual citizens, or nonprofit institutions. Media that cannot be sold or donated may be recycled by our surplus vendor.

Equipment disposal and inventory should be as per the procedures set by the Property Records department under Finance.

Support and Training (available to SCPS Faculty and Staff Only)

The Florida Department of Education requires that all staff responsible for selecting and reviewing the Library Media Collection must complete [Library Media Training](#) annually. Please complete the training via Frontline to document your completion and to receive professional development points.

Inventory and catalog instructions for library materials can be found in the [Help Me: Library & Textbook Training Resource](#) tile via Clever.

Inventory and catalog instructions for textbooks can be found in the Insignia Library System [Librarian Training Guide](#)

Teacher and student support for accessing digital instructional materials and resources can be found in the [SCPS Teacher Resources eCampus Course](#). Newly adopted program directions can be found in the [NEW Teacher Resources](#) tile via Clever.

Teachers and support staff may take the [Media Resources Training](#) course to learn how to better utilize district subscriptions and online resources.

LOST OR DAMAGED LIBRARY MEDIA MATERIALS

Reference SB Policy 2520

The replacement price shall be collected as payment for library media materials lost or damaged beyond repair and must be received on an Internal Accounts individual receipt and deposited in trust for the remainder of the fiscal year. If the lost material is returned before the end of the fiscal year, the money will be refunded. Any money thus collected, remaining at the end of the fiscal year, is to be used for the purchase of library media materials.

CHALLENGED MATERIAL

OBJECTION TO INSTRUCTIONAL MATERIALS AND OTHER MATERIAL USED IN CLASSROOMS, MADE AVAILABLE IN A SCHOOL LIBRARY, OR INCLUDED ON A READING LIST

Reference §1006.28, Fla. Stat. and SB Policy 2520, “Instructional material” has the same meaning as in s.1006.29(2), Florida Statutes.

The following procedures shall apply to all objections to instructional materials adopted by the district School Board:

1. The parent, as defined by Florida Statutes, of a student enrolled in a Seminole County public school, or resident of Seminole County may contest the district school board’s adoption of a specific instructional material by filing a petition on the [SCPS Specific Material Objection Form](#), within 30 calendar days after the adoption of the material by the school board to object to materials based on the criteria of s. 1006.31(2) or s. 1006.40(3)(d).
2. The SCPS Specific Materials Objection Form must be signed by the parent or resident, include the required contact information, and state the objection to the instructional material.
3. Within 30 days after the thirty-day waiting period, the school board will conduct at least one open public hearing on all timely petitions received and provide the petitioner written notification of the date and time of the hearing at least 7 days before the hearing.
4. The school board’s decision after convening a public hearing is final and not subject to further petition or review.

The following procedures shall apply to objections to non-district adopted instructional materials, and other materials made available in classrooms, a school library, or included on a reading lists:

1. Parents of children attending District schools and residents as defined in policy 2520, may object to the use of a specific non-adopted instructional material and other material used in the classroom, made available in a school library, or included on a reading list as set forth in Florida law.
2. Parents/residents should make any such objection verbally or in writing to the principal of the school in which the material is being used, identifying the specific instructional or other material issue, stating the specific basis for the objection, and providing evidence in support of the objection.
3. The principal will review the objection and may meet with the teacher or parent/resident, or both, in an attempt to resolve the objection, which may involve using an alternative material for the student.

(a) If the objection is not resolved by use of alternative materials for the student or is an objection to general use of the material, the parent/resident will complete the [SCPS Specific Materials Objection Form](#) for the principal to conduct a formal review [according to guidelines].

(b) Pending a final resolution of the review process, the principal may limit access to the materials, with checkout available to minor students only with parental consent, if a cursory review of the written objection deems material(s) may contain pornography or material prohibited under s. 847.012, Florida Statutes.

(c) If the parent believes the materials should be discontinued in all SCPS schools, the principal will forward the completed SCPS Specific Materials Objection Form to the Coordinator of Instructional Projects for a formal review.

4. If the objection is not resolved to the parent/residents' satisfaction, the principal shall forward the SCPS Specific Materials Objection to the Deputy Superintendent for review. The Deputy Superintendent or his/her designee shall review the objection to evaluate whether use of the material should be discontinued in accordance with Florida law. The decision of the Deputy Superintendent shall be final.



Seminole County Public Schools, Florida
Instructional Materials and Library Media Services
Objection to Instructional Material and Other Material

Please complete this form completely. If insufficient space is provided, attach additional sheets. Please sign your name to each additional attachment. *It is expected that the material in question has been read, viewed, or listened to in its entirety.*

NOTE: "Instructional material" has the same meaning as defined in s. 1006.29(2), Florida Statutes. Florida Statutes may be found here: <http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&Submenu=1&Tab=statutes>

School #	School Name	Date	
Author	Title		
☐ Book/eBook ☐ Workbook ☐ Online Content ☐ AV (Video, CD, etc.) ☐ Other			
Publisher or Producer (if known)		Location of Material (if known)	
Parent/Resident Initiating Objection:		E-mail Address:	Phone Number:
Street Address	City	State	Zip Code
Student #	Student First and Last Name		
To what portions of the material do you object? (Be specific, cite pages or parts)			
In your opinion, which of the following apply? (choose one or more)			
☐ The materials are non-adopted "Instructional Materials" as defined in s. 1006.29(2), Florida Statutes and do not meet the criteria of ss. 1006.31(2) or 1006.40(3)(d), Florida Statutes.			
☐ The materials contain pornography and material prohibited under s. 847.012, Florida Statutes.			
☐ The materials are not suited to student needs and their ability to comprehend the material presented.			
☐ The materials are not appropriate for the grade level and age group for which the materials are used or made available.			
Did you review this material in its entirety?			
☐ YES ☐ NO			
What do you feel might be the result of a student using this material? Is there anything of value in this material?			
For what age group would you recommend this material?			
Have you read any critical reviews of this material?		If you checked yes, please identify the review.	
☐ YES ☐ NO			
What would you like the school or District to do about this material?			

PLEASE ATTACH ANY OTHER EVIDENCE THAT YOU WOULD LIKE CONSIDERED THAT IS RELEVANT TO YOUR OBJECTION.

Signature of Objector (Parent/Resident)

Date

INSTRUCTIONAL MATERIALS PROGRAM FUNDS

Reference SB Policy 6662 and 2520

Funds from the state appropriation will be allocated to schools by the Coordinator of Instructional Projects, according to a plan approved by the Deputy Superintendent of Instructional Excellence & System Equity. No less than fifty percent (50%) of the state appropriated instructional materials allocation to the district shall be spent on digital instructional materials for grades K-12.

The district, based on committee recommendation and direction from the Deputy Superintendent of Instructional Excellence & System Equity, will provide, in the initial year of adoption, district adopted materials for all K-12 students in the core subjects of math, science, social studies, and reading/language arts/literature. In addition to providing the above instructional materials to the schools, each school will receive flex funds to be used to purchase lost/damaged/growth materials and for subject areas for which materials are not provided by the district. These funds may also be used to purchase additional supplemental materials that contain student instructional content and support district curriculum. Funds allocated to a school that are not expended or encumbered prior to March 31st will be returned to the District Instructional Materials fund for the purpose of purchasing instructional materials.

Purchase orders using flex instructional materials funds will be processed by the school with authorization for expenditure of these funds made by the Coordinator of Instructional Projects.

INSTRUCTIONAL MATERIALS PROGRAM GENERAL INFORMATION

- A. Principals shall ascertain by inspection that all materials issued to the school, either in the hands of pupils or in storage, are cared for properly.
- B. It shall be the responsibility of the principal to maintain a current inventory of instructional materials provided by the district or purchased by the school with flex instructional materials funding and verify this inventory to the District Coordinator of Instructional Projects by June 30 of each year.
- C. It shall be the duty and responsibility of each principal to collect from each pupil or his/her parent or guardian, the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged. If a textbook(s), or other instructional material is lost, damaged, or destroyed, the purchase price of the material shall be due and immediately paid for by the student and his or her parents. The failure to collect such sum upon reasonable effort by the principal may result in the suspension of the pupil from participation in extracurricular activities or satisfaction of the debt by the pupil through community service activities at the school site as determined by the principal.
- D. The principal, when requested by the parent of a student in the school, shall sell to such parent any instructional materials used in the school. If the school has no copies on hand, the principal shall order the requested material(s). Any monies collected from such sales

will be included in the school's check for lost and damaged materials at the end of the year. The principal shall annually provide information to parents that they may purchase instructional materials and how to purchase the materials. *Please note that teacher editions may **not** be sold to parents or community members.*

- E. Monies collected for the sale, loss or damage of instructional materials must be received on an Internal Accounts individual receipt and deposited in trust. Form 1430 must be completed and remitted to the Finance Office for all lost and damaged textbooks. At the end of the year, a check shall be made to Seminole County Public Schools and transmitted to the Finance Department as per Seminole County School Board Policy Management of Instructional Materials and Equipment.
- F. Principals are required to assure that instructional materials are used at the grade level or levels for which they are designed.
- G. The school principal shall communicate to parents the manner in which instructional materials are used to implement the curricular objectives of the school. The principal, when requested in writing by the parent of a student in the school, shall schedule a time for the parent to visit the school to inspect the instructional materials used by the student's teacher(s). Parents are encouraged to inspect digital materials via the Clever portal or print materials used by the student. Teachers have the autonomy to incorporate appropriate ancillary materials to support instruction of the standards, which may result in additional resources being added throughout the course of the academic year. A list of District adoption instructional materials can be found on the SCPS Instructional Resources website.

OUT OF ADOPTION INSTRUCTIONAL MATERIALS

Reference §1006.41, Fla. Stat.

State adopted instructional materials that are no longer district adopted, or that the publisher contract period has expired, or those which have become unserviceable are eligible for discard.

These materials, after being stamped "VOID," or, "No Longer the Property of Seminole County Public Schools, Florida," which shows the ownership label is no longer valid, may be disposed of by schools in any of the following ways:

- Giving or lending the materials to other public education programs within the District or state, to the teachers to use in developing supplementary teaching materials, to students or others, or to any charitable organization, governmental agency, home education students, private school, or state.
- Materials which are not disposed of by schools in any manner described above will be picked up and sold to used book dealers, recycling plants, pulp mills, or other persons, firms, or corporations upon such terms as are most economically advantageous to the district School Board.

- All monies received by reason of sale, exchange or other disposition of instructional materials shall be deposited in the district fund and added to the district appropriation for instructional materials.
- Remaining materials of no value to the schools or community or which cannot be sold to used book dealers, recycling plants, pulp mills, or other persons, firms, or corporations will be destroyed by disposal in a landfill.

SELECTION OF DISTRICT ADOPTED INSTRUCTIONAL MATERIALS

Reference SB Policy 2520

Between June 1st and August 30th of each year, the Coordinator of Instructional Projects will send to each publisher or manufacturer of instructional materials having submitted materials to the State of Florida for consideration for adoption, a copy of the Notification to Publishers or Manufacturers of Instructional Materials and other supporting documents required to complete the SCPS prescreening of materials to determine if they meet SCPS specifications to participate in the District adoption for core instructional materials.

District adoption of instructional materials will follow the state adoption cycle. However, District Instructional Materials Adoption Committee(s) may be formed prior to the state adoption of instructional materials for the purpose of developing criteria for evaluation. The Deputy Superintendent of Instructional Excellence & System Equity, with school and district personnel input, will determine if a District adoption should be conducted for a given subject. A District Adoption Plan will be submitted to the School Board for approval annually. At the discretion of the Deputy Superintendent of Instructional Excellence & System Equity, one District Instructional Materials Adoption Committee will be formed for each subject area where a district adoption will be made. The size of the adoption committee(s), and which material(s) to be reviewed, will be determined by the Deputy Superintendent of Instructional Excellence & System Equity and the Coordinator of Instructional Projects.

Minimum membership of each District Instructional Materials Adoption Committee should include:

- one district subject area curriculum specialist (all district subject area curriculum specialists affected by an adoption will serve on the committee and help facilitate the the adoption process)
- one school-based administrator
- four teachers (the majority of these teachers, while they serve on the committee, must be involved in classroom teaching of and hold a valid certification for the subject/grade level for which instructional materials are being considered)
- one lay person (i.e. parent or community member)

If minimum membership is not met, documentation of attempts to meet minimum membership must be provided.

MEMBERSHIP SELECTION

- a. Membership on each committee will be representative of the different geographic areas and socio-economic levels of our student population within the District.
- b. The Coordinator of Instructional Projects will request that principals submit recommendations for teachers to serve on the adoption committees. Principals will make recommendations based on the teacher's area of expertise as it pertains to the adoption of the instructional materials.

- c. The Director of Teaching and Learning will recommend to the Deputy Superintendent of Instructional Excellence & System Equity members to serve on the adoption committee(s) based on written recommendations from school-based administrators and District Coordinators.
- d. The Deputy Superintendent of Instructional Excellence & System Equity will appoint the committee members.
- e. Teachers serving on the District Instructional Materials Adoption Committee(s) will be given released time to serve during the school day or will be compensated for after school time.

At the time of appointment to a District Instructional Materials Adoption Committee, each member will be asked to sign the Affidavit of Member of Seminole County Public Schools Instructional Materials Committee and return it immediately to the Coordinator of Instructional Projects. This affidavit is based on the affidavit that must be signed by all State instructional materials reviewers.

EVALUATION AND RECOMMENDATIONS BY THE DISTRICT INSTRUCTIONAL MATERIALS ADOPTION COMMITTEE(S)

The criteria and procedures to be used for evaluating and recommending instructional materials for district adoption will be determined by District content area specialists, Coordinator of Instructional Projects, and Curriculum Coordinators. The Coordinator of Instructional Projects will request complimentary samples of the instructional materials to be evaluated.

The adoption committee(s) will:

1. review comments solicited from school-based personnel,
2. review comments from state instructional materials committees,
3. review community member comments,
4. recommend for adoption only instructional materials that are consistent with District goals and objectives, and current state standards, and
5. recommend the most cost effective, educationally sound plan for the purchase of materials recommended for adoption.

Student editions of recommended instructional materials will be made accessible online at least 20 calendar days before the school board adoption meeting, or any public hearings regarding the instructional materials.

The district will provide an opportunity for all teachers and the public to review instructional materials that might be considered for adoption. The public notice will specifically state which instructional materials are being reviewed and how they may be accessed for public review.

The school district shall make available, upon request for public inspection, sample copies of all instructional materials that have been purchased by the district school board.

The recommendation(s) of the adoption committee(s) will be sent to the appropriate Deputy Superintendent or Assistant Superintendents to review prior to submitting to the Superintendent for approval. The final recommendation will then be submitted to the School Board to make a determination regarding the proposed adoption.

The District Coordinator of Instructional Projects will be responsible for distributing to the schools a list of the instructional materials adopted by the District.

In major adoption areas, District textbook purchasing will occur, and textbooks will either be distributed to schools through the district warehouse or shipped directly from the FSBD.

Seminole County Public Schools, Florida
Notification to Publishers or Manufacturers of Instructional Materials

This is notification of the following regulations regarding District adoptions in Seminole County Public Schools:

1. Publishers or manufacturers of instructional materials who have submitted, or plan to submit within 18 months, instructional materials for consideration in the adoption process in the State of Florida, **may not:**

- a. directly contact any teacher(s) (including department heads) in regard to their materials until after Seminole County Public Schools makes its own official District adoption (the adoption becomes official **ONLY** after it has been voted on by the School Board of Seminole County);
- b. host dinners, retreats or parties of any kind for any teacher(s) or administrator(s) in Seminole County Public Schools to showcase their materials being considered for adoption, other than previews or presentation opportunities for adoption committees as requested by the district adoption chairperson for that subject. Any previews of materials are open to the public.
- c. offer gifts, gift certificates or other enticements to any teacher(s) or administrator(s) (or their schools) attending such an event as is described in b above.

(The above 1 a, b, and c would not prohibit teachers or administrators from participating in functions of professional organizations where vendors may be a sponsor.)

2. **All** communication with schools (whether written or oral) regarding an adoption in Seminole County Public Schools must be handled through the Coordinator of Instructional Projects or the chairperson of the adoption committee for that particular subject/grade.

3. No more than three copies of any printed instructional materials being considered for adoption may be sent to any one committee member and/or school. These copies of materials being considered for adoption are for evaluation purposes only.

- a. Arrangements for providing evaluation copies of materials to schools must be handled through the Coordinator of Instructional Projects or the chairperson of each adoption committee. The Coordinator of Instructional Projects and/or the chairperson should be contacted for instructions on distribution of evaluation information. Any materials sent to a committee member and/or school will be kept by the school unless the vendor has stated in writing that the materials should be returned. The vendor is responsible for collecting any materials requested to be returned. Any materials given to a committee member and/or school by a vendor become the property of the school.

4. Pilot programs of materials being considered for adoption are prohibited during the 18 months prior to their official state adoption date of April 1st. Any pilot programs of materials outside the 18 months prior to their official adoption date of April 1st must have prior approval of the Deputy Superintendent of Excellence and Equity.

5. No member of the Seminole County Public Schools adoption committee, except as in number 2 above, may discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, including market research studies, except during the period when the committee shall have been called into session for the purpose of evaluating instructional materials submitted for adoption **OR** in a public presentation showcasing the materials as described in number **1b** above. Such discussions shall be limited to official meetings of the committee or in a public presentation (on Seminole County Public Schools property) showcasing the materials as described in number **1b** above.

No further notification will be sent to publishers after the state-adopted list is published, however, any agent of a publisher or manufacturer of instructional materials found in violation of these rules for the adoption process in Seminole County Public Schools will have their materials immediately disqualified from further consideration.



Seminole County Public Schools, Florida

Educational Support Center

Instructional Resources

Affidavit of Member of Seminole County Public Schools Instructional Materials Committee

I hereby swear or affirm that I will faithfully discharge the duties imposed upon me as a member of the Seminole County Public Schools District Instructional Materials Committee; that I have no interest in any publishing or manufacturing organization that produces or sells instructional materials; that I am in no way connected with the distribution of such materials; that I do not have any financial interest directly or indirectly in the business or profits of any person, firm, or corporation engaged in manufacturing, publishing or selling instructional materials designed for use in the public schools; that I will not accept any inducement or promise of future reward of any kind from any publisher or manufacturer of instructional materials, his agent, or anyone interested in or intending to bias my judgment in any way in the selection of instructional materials to be adopted by the District.

Name and Signature of District Committee Member

Name: _____

Check(X) member's classification

Home Address: _____

Classroom Teacher

School-based Administrator

District Curriculum Specialist

Instructional Coach

____ Parent/Community Member

Other (Specify) _____

Telephone Number: _____

Signature: _____

FOR AN OATH OR AFFIRMATION:

STATE OF FLORIDA, COUNTY OF: Seminole

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by

Signature of Notary Public-State of Florida

Name of Notary Typed, Printed, or Stamped

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

SELECTION OF NON-DISTRICT ADOPTED MATERIALS

Reference SB Policy 2520

Materials acquired from any source (e.g., purchase, rental, loan, donation) shall be evaluated and recommended for use with students by a certified educational media specialist. Evaluations may be based on personal review, professional judgment, information from a professional library, media, or education selection aids or journals, parent/resident input, teacher input, as well as compliance with state statutes. Careful consideration of materials which might be objectionable to the various mores of the school community will be made in the light of literary merit and the contribution to be made toward the education of the student.

Each school is responsible for the content of all instructional materials used in a classroom, whether purchased through an adoption process or otherwise purchased or made available in the classroom.

Purchases Using State Categorical Funds for Instructional Materials

Materials which are not state adopted instructional materials, but which are prime instructional tools, may be purchased using the state appropriation for instructional materials.

All purchase orders for these materials must be approved by the principal and forwarded to the Instructional Resources Department. Prior to acquisition of non-state adopted instructional materials, the school must evaluate any item that they have not previously purchased.