



POLICY NO. 4140

INSTRUCTIONAL MATERIALS

IT IS THE GOAL OF THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (“SCHOOL BOARD”) TO PROVIDE STUDENTS WITH THE APPROPRIATE INSTRUCTIONAL MATERIALS, AND EQUIPMENT, NECESSARY TO ENSURE THAT EACH STUDENT WILL BE ABLE TO PURSUE A COURSE OF STUDY TO REALIZE FULL ACADEMIC POTENTIAL.

I. SCHOOL BOARD RESPONSIBILITIES

- A. The School Board authorizes and directs the Superintendent to develop and distribute written procedures regarding the requisition, purchase, receipt, storage, distribution, use, disposal, conservation, or records of management practices and property accountability concerning instructional materials.
- B. The School Board shall provide adequate textbooks and other instructional materials in accordance with State Law and State Board of Education Rules. Adequate Instructional Materials, as defined by Section 1006.28, Florida Statutes means “a sufficient number of student or site licenses or sets of materials that are available in bound, unbound, kit, or package form and may consist of hardback or softback textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serve as the basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature.”
- C. The review, selection, procurement, and implementation of instructional materials in the core subject areas will follow an adoption cycle in which specific courses within selected subject areas and grade levels are called for adoption on a rotating basis. Adoption is usually for a period of five (5) years. Adopted materials must be used during the adoption cycle until physically unsuitable, until replaced with newly adopted materials, or until the course is no longer offered.
- D. Each year the School Board will publish an “Approved Core Instructional Titles List” listing the currently approved instructional material titles for

each core subject area course and the adoption years for the title. This “Approved Core Instructional Titles List” will be posted on district-web sites and provided to school principals.

- E. The Superintendent shall annually certify to the Florida Department of Education that all instructional materials for core courses used by the School Board are aligned with all applicable state standards.
- F. Each elementary school must publish on its website, in a searchable format prescribed by the department, a list of all materials maintained in the school library media center or required as part of the school or grade-level reading list.
- G. The School Board will publish on its website, in a searchable format prescribed by the department, a list of all instructional materials, including those used to provide instruction required by Section 1003.42, Florida Statutes. The School Board must:
 - 1. Provide access to all materials, excluding teacher editions, in accordance with Section 1006.283(2)(b)8.a., Florida Statutes, before the School Board takes any official action on such materials;
 - 2. Ensure that this process includes reasonable safeguards against the unauthorized use, reproduction, and distribution of instructional materials considered for adoption.
- H. Annually by July 1 and before the release of instructional materials funds, the Superintendent shall certify to the Commissioner of Education that the School Board approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials programs, including verification that training was provided; that the materials are being implemented as designed; and, beginning July 1, 2021, for core reading materials and reading intervention materials used in kindergarten through grade 5, that the materials meet the requirements of Section 1001.215(8), Florida Statutes. The certification must identify any material that received an objection pursuant to Section 1006.28, Florida Statutes, for the school year and the specific objections thereto, each material that was removed or discontinued as a result of an objection, and the grade level and course for which any removed or discontinued materials was used, as applicable.

II. REQUISITION, PURCHASE, AND RECEIPT OF INSTRUCTIONAL MATERIALS

- A. Principals are responsible for requisitioning, purchasing, and documenting the receipt of instructional materials, and adding these instructional materials to their school inventory. Each year after the School Board approval of instructional materials for the core subjects, principals will be notified by

memorandum with directions for completing these processes using district provided tools for order placement and inventory management.

- B. Principals shall ensure that instructional materials are used to provide instruction to students enrolled at the grade level(s) for which the materials are designed and for effectively communicating to parents the manner in which materials are used to implement the curricular objectives of the school under Sections 1006.40(5) and 1006.28(3), Florida Statutes.
- C. Annually, the school principal will inform parents in writing of how parents can access instructional materials. Resources to assist principals will be provided to principals annually via memorandum and by posting on district web sites.
- D. To maximize the use of district adopted instructional materials, each school shall use as the primary resource for instructional materials, materials that appear on the School Board approved list.
- E. The programs on the School Board approved list, when possible, will offer a choice of instructional techniques. This is not to preclude the use of other instructional materials as supplementary resources to enhance the selected School Board approved core instructional materials.
- F. All non-state adopted instructional materials must be evaluated by the school staff and approved by the Office of Academics, prior to purchase.
- G. Maintenance of Effort (MOE) and Science Lab Funds (formerly Flexibility State Textbook Funds); Requisitions
 - 1. Requisitions for the purchase of non-adopted instructional materials, additional adopted instructional materials as needed beyond the initial textbook adoption year and/or to replenish science lab materials and equipment with Maintenance of Effort (MOE) and Science Lab funds are to be coded in the normal fashion, following standard coding procedures, with the addition of the site's cost center.
 - 2. The site's budget report will identify the total amount of funds which have been allotted to the site's cost center.
- H. The School Board will provide, upon request for inspection, sample copies of all instructional materials that have been purchased by the School Board.

III. DISPOSAL OF INSTRUCTIONAL MATERIALS

- A. On an annual basis, the Procurement and Warehouse Services Department will provide schools with specific instructions on how

unserviceable, surplus, or instructional materials no longer on the School Board's Approved Core Instructional Titles List are to be prepared, stored, and removed from schools.

- B. The Procurement and Warehouse Services Department shall arrange for the disposal of instructional materials that have become unserviceable, eligible for surplus, or are no longer on the School Board's Approved List of Core Titles as follows:
 - 1. Giving or lending materials to other public education programs, to teachers, to students or any charitable organization, governmental agency, home education students, private schools, or state.
 - 2. Selling the materials to used book dealers, recycling plants, pulp mills or other persons, firms, or corporations as are most economically advantageous to the School Board.
 - 3. All monies received for sale, exchange, or other disposition shall be deposited and added to the district appropriation for instructional materials.
 - 4. The principal has the responsibility for ensuring the surplus process is adhered to relating to the disposal of instructional materials.

IV. MANAGEMENT, RECORDS, CONSERVATION, PROPERTY ACCOUNTABILITY

- A. The principal has the responsibility for maintaining accurate records related to the instructional materials used at the school site, including accounting, inventory, and evaluations of non-district evaluated materials. The School Board will provide software tools for textbook inventory management.
- B. Each school principal will designate a staff member to serve as the Textbook Coordinator. The Textbook Coordinator will perform duties assigned to them by the principal regarding requisition, purchase, receipt, storage, records, and reports of instructional materials.
- C. Students shall be provided with the opportunity to receive the major tool of instruction in the core courses of mathematics, language arts, social studies, science, reading, and literature in whichever format is currently available and best serves the needs of the student. The format is not limited to hardbound or softbound textbooks and can include materials in varying digital formats.
- D. Instructional materials distributed to students, as provided by Florida Statutes, shall be merely loaned to the students while they pursue the courses of study to which such materials relate. The materials shall be returned at the direction of the principal or teacher in charge.

- E. Students shall be held accountable for school and district technology usage requirements as outlined in School Board Policy 5306.
- F. Any individual having the responsibility for a student or students to whom or for whom instructional materials have been issued shall be held accountable for these materials in accordance with the laws set forth in Florida Statutes, and such policies, rules and regulations as the School Board may adopt.
- G. Responsibility of teachers and principals:
 - 1. Teachers and principals shall ascertain by inspection, and ensure through every available agency, that all instructional materials issued to the school by the Superintendent are cared for properly, whether such materials are in the hands of students or in storage.
 - 2. Teachers and principals shall see that all reports are completed and submitted to the proper authority on the forms prescribed by the Commissioner of Education and supplied through the office of the Superintendent.
 - 3. Teachers and principals shall prepare and transmit to the proper authority such records and reports as may be required by the Commissioner of Education and such supplementary records and reports as the Superintendent may direct.
 - 4. To comply with the provisions adopted by the School Board with respect to collections made for damaged or lost instructional materials:
 - a. Students shall not be assessed for the use of instructional materials except when there is evidence of abnormal wear and tear (unnecessary damage), destruction or loss. Failure to pay obligation will be entered in student database.
 - b. If instructional materials issued to a teacher are lost (e.g., either by removal from a classroom without the teacher's knowledge, or by children who borrow them and then move away without returning the materials), a written record shall be made accounting for the loss. In such cases, a teacher shall not be held responsible for the loss of such materials unless the teacher has been negligent, or a pattern of negligence exists.
 - c. When instructional materials cannot be accounted for:
 - i. The titles and the names and last known addresses of the students to whom the lost instructional materials were issued shall be submitted to the proper authority.

- ii. A report must be filed as to the efforts made to collect or account for each item.
- iii. A special report shall be made for lost instructional materials that have not been issued to students. When the reason or cause for such loss is known, this must be included in the report.
- iv. In order to comply with the provisions of Florida Statutes or give reasons in writing to the Superintendent or his/her designee for noncompliance, principals must account for all instructional materials delivered into their custody by returning all such materials or by providing explanation for each material not returned, in the same manner as discrepancies are reported. School principals will provide the School Board with an annual inventory report to include an accurate accounting of the number of titles available and a report of the lost or damaged books.
- v. It shall be the duty and responsibility of each principal to collect from each pupil or his/her parent, the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged, to report and transmit such amounts so collected to the Superintendent or his/her designee Section 1006.28, Florida Statutes, to be deposited in the school budget for replacement of instructional materials.
- vi. In no case shall a principal or a teacher be held financially accountable for the loss of instructional materials if appropriate accounting for all losses were made in accordance with the foregoing provisions

V. EVALUATION, SELECTION, AND ADOPTION OF INSTRUCTIONAL MATERIALS

A. General Provisions.

1. The evaluation and selection of instructional materials shall be performed in a manner consistent with Sections 1006.31 and 1006.34(2)(b), Florida Statutes. The procedures outlined herein shall be used to evaluate and recommend instructional materials that are to be considered for School Board adoption, subject to administrative review as stated in this policy. These processes will be used for both a School Board adoption of instructional materials from the Florida DOE Adopted Instructional Materials list and for a School Board instructional materials adoption conducted independently of the Florida DOE process.

2. School Board administrative staff may provide additional instructional materials titles and appropriate open education resources for review. Open Educational Resources (OER) are free, easily accessible, openly licensed documents and media that are useful for teaching, learning, and assessing as well as for research purposes.

B. Roles and Responsibilities of Publishers in Adoption Process

1. Publishers will be asked to submit instructional materials for review by the School Board.
2. Publishers will be given written notification of any special conditions for participation in the School Board's adoption process as determined by Office of Academics' staff.
3. Generally, publisher presentations in schools will not be part of the evaluation/adoption process. However, if the Chief Academic Officer or his/her designee determines that publisher presentations are required during any part of the evaluation/adoption process, specific procedures as issued by the Instructional Materials office and approval by the Superintendent must be followed.
 - a. The School Board prohibits the publishers, manufacturers, or representatives of instructional materials submitted for School Board adoption from communicating directly with voting members during the process of the review and during the time teachers are reviewing materials. All contact must be made through the School Board instructional materials office. Publishers should not be denied answers to questions and should be advised of the procedures and all related information. If a committee elects to have publisher presentations, every publisher submitting materials for consideration in that specific subject area will be provided an equal opportunity to present in the same amount of time provided to any and all other publishers.

Agents or publisher's representatives will not contact the School Board Adoption Committee, or School/School Board Personnel except for the appropriate designee of the instructional materials office and the designated curriculum supervisor for the purpose of discussing matters relating to instructional materials being considered for School Board adoption.

- b. Publishers and their representatives who fail to adhere to School Board policies and/or procedures will be notified of their infractions by the Superintendent of Schools, and this could result in the withdrawal of their materials from consideration.
- c. Cone of Silence –

- i. Procurement & Warehousing Services Department adheres to the “**Cone of Silence**”, which is a period of limitation made effective from the time of the release of a solicitation and remains in effect until the contract is awarded by the School Board.
 - ii. Any proposer, or lobbyist for a proposer, is prohibited from having any communications (except as provided in this rule) concerning any solicitation for competitive procurements with any School Board member, the Superintendent, any Evaluation Committee Member, or any other School Board employee after the Procurement & Warehousing Services Department releases a solicitation.
 - iii. All communications regarding the solicitation shall be directed to the designated Purchasing Agent, unless so notified by the Procurement & Warehousing Services Department.
 - iv. This period of limitation is enforced for solicitations issued for competitive procurements as described by School Board Policy 3320, Part II, Section GG. Any vendor or lobbyist who violates this provision shall cause their Proposal (or that of their principal) to be considered non-responsive and therefore be ineligible for award.
4. An Adoption Committee will review instructional materials proposed for adoption by the School Board and make recommendations to the Office of Academics on which titles or resources are best suited for Broward County Public Schools.
5. The School Board shall assess and collect fees from publishers participating in the instructional materials approval process. The amount of fees assessed and collected shall be posted on the School Board’s website and reported to the Florida Department of Education. The fees shall not exceed the actual cost of the review process, and the fees shall not exceed \$3,500 per submission by a publisher. Any fees collected for this process shall be allocated for the support of the review process and maintained in a separate line item for auditing purposes. The fees shall be used to cover the actual cost of substitute teachers for each workday that a member of the School Board’s instructional staff is absent from his/her assigned duties for the purpose of rendering service as an instructional materials reviewer. In addition, each reviewer may be paid a stipend and is entitled to reimbursement for travel expenses, and per diem in accordance with Section 112.061, Florida Statutes for actual service in meetings.

C. Adoption Committee Membership

1. The School Board will create instructional materials Adoption Committees based on subjects being reviewed annually. Committees must have a minimum of five (5) members but may have as many additional members as the Superintendent or his/her designee appoints. A member of a State adoption committee may not serve on the School Board committee. Teacher members must be certified in and teaching in the subject area being reviewed.
2. School Board curricular staff members who have taught in the subject area being reviewed may serve as facilitators for the School Board Adoption Committees to provide subject matter expertise and communicate the School Board's curricular vision and goals to committee members. They may assist in the review process and the correlation of publisher submissions with course and subject instructional objectives.
3. Representatives from the Exceptional Student Education Department, the Diversity Department, Gifted and Talented Services, the Instructional Technology Department, Information Technology or other appropriate School Board departments may also serve as advisors to the School Board Adoption Committees. These representatives will review the materials for their strengths in meeting the needs of sub-groups of students and in their compatibility with the School Board's standard technology and network. Teacher and curriculum specialists will be appointed from nominations submitted by principals and/or School Board curricular staff.
4. Parents will be notified when the textbook annual review begins through various School Board resources. Parents will be asked to review the proposed instructional materials. Parents will be appointed from nominations submitted by parent advisory groups or may apply directly to serve. Parent applications will be posted on the Broward County Public Schools websites. Applications will be reviewed by the Office of Academics and will notify selected parents.
5. The membership of the Adoption Committee should reflect the broad racial, ethnic, socioeconomic and cultural diversity of the School Board including a balanced representation from the various geographic regions and be representative of students of diverse learning styles and ability levels. School representation will be rotated with each adoption.

D. Adoption Committee Duties and Responsibilities

1. The following are the duties of the Adoption Committee members:

- a. To adhere to the processes defined by the School Board for reviewing and evaluating the instructional materials.
- b. Each member of any School Board instructional materials Adoption Committee must sign an affidavit declaring no conflict of interest before transacting the business of the committee.
- c. Members of any School Board instructional materials Adoption Committee will receive instructions that they are prohibited from accepting gifts, money, emoluments, or other valuables which shall directly or indirectly influence the adoption or purchase of any instructional materials. These prohibitions apply to committee members. Committee members shall conduct themselves in the best interest of students in support of the School Board's academic plan.
- d. Committee members are prohibited from discussing matters relating to the instructional materials submitted for adoption with agents or representatives of a publisher either directly or indirectly except during committee meetings where presentations are made. Publishers are expected to abide by the Notification to Publishers or Manufacturers of Instructional Materials for policies and procedures governing School Board adoptions.

E. Adoption Review Standards

1. The standards used to determine the propriety of the materials shall include: age appropriateness, educational purpose to be served by the materials, degree to which the materials encompass the State and School Board performance standards provided for in F.S. 1001.03(1), the inclusion of instructional objectives contained within the curriculum frameworks by the State Board of Education, the degree to which the materials would be supplemented and explained by mature classroom instruction, and a consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of the School Board. No instructional materials that contain pornography or are otherwise prohibited by F.S. 847.012 and/or F.S. 847.0133 shall be recommended for use in School Board schools.

F. School Board Adoption Process

1. All committee recommendations must be reviewed by appropriate School Board administrative staff for review of the appropriateness of

the materials ensuring that they meet School Board curricular objectives. The Chief Academic Officer will incorporate the review finding of the individual committees into an instructional materials plan. The instructional materials plan will be forwarded to the Superintendent for review and approval based on findings of the appropriateness of the materials. If approved by the Superintendent, the instructional material plan is submitted to the School Board for final approval and adoption.

2. Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board must be noticed and open to the public in accordance with Section 286.011, Florida Statutes. Any committees convened for such purposes must include parents of district students.
3. Prior to approving the annual instructional materials plan, the School Board will hold a publicly noticed Special School Board Meeting to receive public comment on the recommended instructional materials. The notice of the meeting will be made at least twenty (20) calendar days prior to the Special School Board Meeting and the notice will contain the directions for how the student editions of the recommended instructional materials can be accessed and viewed online by the public.
4. Subsequent to the date of the Special School Board Meeting to receive public comment on the proposed instructional materials, the School Board shall conduct a separate School Board meeting to approve the annual instructional materials plan. The notice published for this meeting shall inform the public of the specific instructional materials being reviewed and the manner in which the instructional materials can be accessed for public review.
5. Any request from a school center to use textbooks or other related instructional and any other materials as part of the curriculum and which are not School Board adopted, must be approved by the Superintendent or his/her designee based on the appropriateness of the materials to meet School Board curricular objectives. Any request for funding of such materials must be approved by the Superintendent or his/her designee.

G. Independent School Board Adoption Process

1. Should the Superintendent or his/her designee deem a School Board-adoption independent of the Florida DOE necessary, the following processes will be used.
2. The School Board shall advertise in a local newspaper of general

circulation four (4) weeks preceding the date on which the bids shall be received.

- a. The advertisement shall state that each bidder shall furnish electronic sample copies of all instructional materials submitted, at a time designated by the School Board, which copies shall be identical to the copies furnished to the School Board and Superintendent.
- b. The advertisement shall state that a contract covering the adoption of the instructional materials shall be for a definite term.
- c. The advertisement shall fix the time within which the required contract must be executed and shall state that the School Board reserves the right to reject any or all bids.
- d. The advertisement shall give the publisher information on the specifications for format, content, presentation, and learning as required by the School Board and by Florida Statute.
- e. Sealed bids or proposals to be submitted to the School Board will be received from publishers or manufacturers for the furnishing of instructional materials proposed to be adopted as listed in the advertisement beginning the date after the advertisement is placed.
- f. The bids submitted shall be for furnishing the designated instructional materials in accordance with specifications of the School Board. The bid shall state the lowest wholesale price at which the materials will be furnished, at the time the adoption period provided in the contract begins.
- g. School Board Administrators may submit appropriate Open Education Resources for review by committee. Open Educational Resources (OER) are freely accessible, openly licensed documents and media that are useful for teaching, learning, and assessing as well as for research purposes.
- h. Instructional materials submitted by publishers will be reviewed by an Adoption Committee using the processes and procedures previously specified in this policy.
- i. The School Board shall assess and collect fees from publishers participating in the instructional materials approval process. The amount of fees assessed and collected shall be posted on the School Board's website and reported to the Florida Department of Education. The fees shall not exceed the actual cost of the review process, and the fees shall not exceed \$3,500 per submission by a publisher. Any fees collected for this process shall be allocated

for the support of the review process and maintained in a separate line item for auditing purposes. The fees shall be used to cover the actual cost of substitute teachers for each workday that a member of the School Board's instructional staff is absent from his/her assigned duties for the purpose of rendering service as an instructional materials reviewer. In addition, each reviewer may be paid a stipend and is entitled to reimbursement for travel expenses, and per diem in accordance with Section 112.061, Florida Statutes for actual service in meetings.

VI. OBJECTION(S) TO USE OF INSTRUCTIONAL MATERIALS

A. Objection(s) to Adopted Instructional Material(s) Process (within 30 days after adoption).

1. The School Board has established a process by which parent(s) of a student or a resident of Broward County may contest its adoption of a specific instructional material.
2. The parent or resident of Broward County must submit their objection, on a form provided by the School Board, within thirty (30) calendar days after the adoption of the instructional material by the School Board.
3. The School Board has the form available to the public and published on the school district's Innovative Learning/Instructional Materials website.
4. The form must be signed by the parent or resident of Broward County, include the required contact information, and state the basis for the objection to the instructional material based on the criteria of Section 1006.31(2), Florida Statutes or Section 1006.40(3)(d), Florida Statutes. Complainant must provide proof of residency.
5. Within thirty (30) calendar days after the 30-day period has expired, the School Board must, for all objection forms timely received, conduct at least one open public hearing before an unbiased and qualified hearing officer.
6. The hearing officer may not be an employee or agent of the School Board. The hearing is not subject to the provisions of Chapter 120, Florida Statutes, however, the hearing must provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer. The School Board's decision after convening a hearing is final and not subject to further petition or review.

B. Objection(s) to Instructional Materials Process

1. The School Board shall form a Superintendent Review Committee (SRC) to review objections to instructional materials. Committees

must have a minimum of five (5) members but may have as many additional members as the Superintendent or his/her designee appoints based on need.

2. Any SRC convened for the purpose of resolving an objection by a parent or resident to specific materials must include parents of students who will have access to such materials.
3. The membership of the SRC should reflect the broad racial, ethnic, socioeconomic, and cultural diversity of Broward County Public Schools as well as individual(s) with noted or reasonable subject matter expertise.
4. Objection to Library/Instructional Materials Form
 - a. A parent or resident of Broward County that wishes to object to materials used within the School Board of Broward County Public Schools must complete the "Objection to Library/Instructional Materials Form" located on the School Board of Broward County homepage.
 - b. The objection shall include the following information: Parent or resident of Broward County must specify the text within the material he/she believes is out of compliance with the requirements of Section 1006.28(2)(a)2.a. or b., Florida Statutes, and the nature of the alleged noncompliance.
 - c. Notifications - Upon receipt of the completed Objection to Library/Instructional Materials Form, notification will be sent to the principal of the school where the objection originates as well as to the Innovative Learning Department staff, school board members, and the Superintendent.
 - d. Any item subject to an objection on the basis of Section 1006.28(2)(a)2., Florida Statutes, sub-sub subparagraph b. (I) or sub-sub-subparagraph b. (II) must be removed within 5 school days of receipt of the objection and remain unavailable to students of that school until the objection is resolved.
5. SRC Review
 - a. Innovative Learning Department Director shall convene the SRC to review the material.
 - b. SRC will utilize an approved review rubric aligned to School Board policies and state statutes approved by the Superintendent.
6. SRC's Recommendation to Board
 - a. A decision will be rendered within 90 days after receipt of the objection.
 - b. SRC will submit their recommendation to the School Board, the Superintendent, and the parent or resident of Broward County that submitted the objection. The recommendation may be any of the

following:

- i. allow the challenged material to maintain its current status;
- ii. leave the challenged material in the classroom or school media center, but allow students to use alternate materials approved by school personnel who require the use of the disputed items;
- iii. limit the educational use of the challenged material;
- iv. transfer the challenged material to a higher-level school (e. g. elementary to a middle school); and/or
- v. remove the challenged material from the school environment.

7. Appeal

- a. If a parent or resident of Broward County disagrees with the determination made by the SRC, they may request inclusion on the School Board agenda.
- b. If they disagree with the School Board decision on the objection to the use of a specific material, a parent or resident of Broward County may request from the Commissioner of Education appointment of a special magistrate who is a member of the Florida Bar in good standing and who has at least 5 years' experience in administrative law to render a recommended decision.

C. Certification of Objections to Instructional Materials

- a. Annually, beginning June 30, 2023, submit to the Commissioner of Education a report that identifies:
- b. Each material for which the school district received an objection pursuant to Section 1006.28(a)(2), including the grade level and course the material was used in, for the school year and the specific objections thereto.
- c. Each material that was removed or discontinued.
- d. Each material that was not removed or discontinued and the rationale for not removing or discontinuing the material.

Policy Custodian: Innovative Learning Department

Former Policy Number(s): 2.5, 6308, and 6.5

Policy Status [Active/Inactive]: Active

AUTHORITY: Sections 1001.215, 1006.28, 1006.283, 1006.31, 1006.33, Florida Statutes

POLICY ADOPTED: