

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.
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.

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46 4. The Superintendent's appointed educational media committee shall
47 study the complaint, review the media in question in its entirety and
48 submit complete written findings of fact and recommendations to the
49 Superintendent who shall forthwith make a final decision on the
50 disposition of the complaint, promptly notifying all parties relating
51 thereto.
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53 (2) Objection to Instructional Materials Presently in Use

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55 (a) Any interested party, citizen of Lee County and parents or guardians of
56 students currently enrolled in the Lee County School District may submit a
57 complaint or objection to the use of instructional materials in any classroom in
58 the School District. If requested, the school must provide access to the material
59 or book. The complainant shall submit a letter to the school principal outlining
60 objections to the material in question. Within 10 school days the principal
61 and/or designee shall meet with the complainant for the purpose of hearing
62 the complainant's concerns and attempting to resolve the issue without
63 removing the material in question from the classroom. If the complainant is not
64 satisfied with the results of this meeting, a formal complaint may be filed with
65 the Superintendent following the steps listed below:
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67 1. The complaint shall contain the specific reasons for the complainant's
68 objections and shall be made in writing on the form provided by the
69 principal or Superintendent and shall be filed with the Superintendent.
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71 2. The Superintendent shall submit the complaint for review to an Ad Hoc
72 instructional material review committee consisting of teachers,
73 administrators, and lay members.
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75 3. The Superintendent's appointed instructional material committee shall
76 study the complaint, review the material in question in its entirety and
77 submit complete written findings of fact and recommendations to the
78 Superintendent who shall forthwith make a final decision on the
79 disposition of the complaint, promptly notifying all parties relating
80 thereto.
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82 4. Each semester a hearing will be conducted before the Lee County
83 School Board to address any unresolved complaints with regard to
84 instructional materials not adopted through the process established in
85 section (3)(a) of this policy.
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87 (3) Instructional Materials Adoption

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89 (a) It is the constitutional duty and responsibility of the Lee County School Board
90 to adopt and provide adequate instructional materials to all students of the

- 91 District, whether the materials are selected from Florida Department of
92 Education (FDOE) approved materials list or through a local selection
93 program.
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- 95 1. The District maintains a list of current adopted materials on the district's
96 website.
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 - 98 2. Public access to recommended materials will be provided twenty (20)
99 days before consideration by the School Board.
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 - 101 3. Public notice of the materials being considered for adoption shall
102 specifically list the materials and how they can be accessed.
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 - 104 4. The School Board shall conduct open noticed public hearing to receive
105 comment on recommended materials prior to adoption.
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 - 107 5. The School Board shall conduct an open noticed public meeting, on a
108 date other than the date of the public hearing required by section (3)(a)3
109 to approve an annual instructional materials plan identifying
110 instructional materials that will be purchased.
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 - 112 6. The School Board shall receive comment at the public hearing and
113 meeting as prescribed in Policy 1.09.
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 - 115 7. All instructional materials used to teach reproductive health or any
116 disease including HIV/AIDS will be annually approved by the School
117 Board in an open, noticed public meeting.
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- 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 of
123 students currently enrolled in the Lee County School District may file a
124 petition on the form available and posted on the District's instructional
125 materials information website within 30 calendar days after the adoption
126 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 employee
130 or agent of the school district. The hearing officer is to be contracted by
131 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.
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 - 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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STATUTORY AUTHORITY: 1001.41, 1001.42, 1001.43, 1003.42, 1006.28, 1006.283,
144 1006.34, 1006.40, F.S.

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147 Revised: 2/24/15
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