

# **GADSDEN COUNTY SCHOOL DISTRICT**

**ELIJAH KEY  
SUPERINTENDENT OF SCHOOLS**



## **INSTRUCTIONAL MATERIALS PROCEDURES MANUAL 2023-2024**

**Including a description of state and district policy regarding  
selection, adoption, funding and allocation of instructional materials.**

### **GADSDEN COUNTY SCHOOL DISTRICT SCHOOL BOARD MEMBERS:**

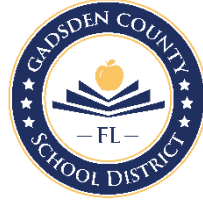
Cathy Johnson, District 1

Steve Scott, District 2

LeRoy McMillian, District 3

Charlie Frost, District 4

Karema Dudley, District 5



## **VISION**

The Gadsden County Public Schools comprises a system of excellence that prepares ALL students to live and successfully compete in a global society.

## **MISSION**

The mission of Gadsden County Public Schools is to collaborate with all stakeholders to provide a safe, caring, rigorous and engaging instructional environment in which students can learn and succeed.

## **CORE BELIEFS**

The Gadsden County School District believes that:

- all students will learn when instruction is engaging, rigorous, differentiated and individualized;
- learning environments must be safe and supportive;
- schools exist to foster the development and well-being of the whole child;
- understanding and respecting diversity enriches students' lives;
- every student has a right to a high quality education;
- success requires shared responsibility, collaboration and communication among all staff, families, students and the community;
- engaged families combined with highly effective teachers and school leaders are the central components of a successful school;
- positive character education is essential to whole child development;
- high-quality customer service is a critical component of high-quality education;
- everyone must be held to the highest ethical standards to achieve excellence;
- everyone must contribute to and be held accountable for student achievement; and
- all district services must clearly be linked to student achievement.

## **INSTRUCTIONAL MATERIALS REVIEW AND ADOPTION PROCESS**

### **GUIDING PRINCIPLES**

The process of selecting appropriate instructional materials for Gadsden County School District (GCSD) entails a committee review of textbooks from the state adopted list, with the final selection made based on the materials that best meet local instructional and student needs. While this process continues to be consistent with state regulations, the reality of living in an information age is changing the entire landscape of instructional materials selection and use. Instructional materials are no longer the main delivery tool for instruction; they must now be used to support, assess, reference and enhance the learning experience.

GCSD teachers will implement a combination of digital and print content, whole and small group instruction, engaging hands-on activities, electronic media, and other relevant materials that enhance critical thinking and student experiences. Student learning should be individualized at each grade level and subject area, and the instructional materials need to be aligned, standards-based, balanced, and rigorous. Teachers are encouraged to deliver instruction that encompasses a variety of modalities and resources that meet the needs of every child. GCSD teachers understand that it is high quality teaching that drives student learning, rather than assessments, textbooks, and devices.

### **STATEMENT OF PURPOSE**

The purpose of this manual is to provide standardization of procedures for school and district level staff responsible for instructional materials management. For successful implementation of the instructional materials program, it is vitally important that all administrative personnel and their textbook managers become thoroughly familiar with the policies, procedures, and guidelines applicable to instructional materials.

Every effort shall be made by Gadsden County District Schools to provide textbooks, library books, supplementary materials, digital materials and other educational media essential to an effective instructional program. Instructional Programs shall be selected to meet the educational goals of the district in providing basic materials for all students, to provide continuity in instructional programs, to meet the needs of special individuals and programs, and to objectively present the concerns and build upon the contributions of all genders and members of religious, ethnic and cultural groups.

It is the constitutional duty and responsibility of the Gadsden 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. (1006.283 F.S.)

Instructional materials fall into several categories representing a continuum from materials that are formally adopted by the District to those that an individual teacher selects or develops for personal use in their own classroom. It is expected that bundles of instructional resources composed of hard copy, digital and hands-on materials will be used in the typical classroom. While district-adopted materials serve as the primary instructional resource, a wide range of materials from many sources may be used to

support student learning. A description and depiction of the process for the selection and distribution of instructional materials is outlined below and within this manual.

At the school level, the principal (or designee) is responsible for allocating funds for the purchase of any supplementary materials not covered by the Academic Services Department. It is also the responsibility of the principal (or designee) to convene a school-based leadership team to review data, identify deficits, select appropriate supplemental resources and outline the implementation process for those materials. A current list of all supplemental materials shall be maintained at the campus and made viewable by all instructional and support personnel.

**SUMMARY OF PROCEDURES FOR ADOPTING AND PURCHASING INSTRUCTIONAL MATERIALS**

<b>TIMELINE</b>	
<b>NOVEMBER – JANUARY</b>	
	<ul style="list-style-type: none"> <li>• District Instructional Materials (IM) Review Team is formed with representation from school personnel appropriate to the subject and grade level of the adoption.</li> <li>• Vendors from state-approved instructional materials list notified to send sample materials to schools and district.</li> <li>• Instructional staff at school level receive, review and pilot instructional materials from state-approved list.</li> <li>• Parents and community members invited to serve on the school and district IM Review Team.</li> </ul>
<b>FEBRUARY</b>	
	<ul style="list-style-type: none"> <li>• School IM Review teams vote to select top three (3) instructional materials recommendations.</li> <li>• Top three (3) recommendations from schools determined and vendors invited to present.</li> </ul>
<b>MARCH</b>	
	<ul style="list-style-type: none"> <li>• Vendor presentations are scheduled at district for representatives from schools and interested community members (District Instructional Materials Review Team)</li> </ul>
<b>APRIL</b>	
	<ul style="list-style-type: none"> <li>• By April 1<sup>st</sup> or the date determined by Florida Department of Education, the District School Superintendent certifies to FDOE that all instructional materials for core courses used by the district are aligned with applicable state standards. A list of the core instructional materials that will be used or purchased for use by the school district shall be included in the certification.</li> <li>• 1<sup>st</sup> Board meeting in April: Request Approval to Advertise for Public Hearing (no vote)</li> <li>• 20 days before SB hearing and public meeting in May: Provide online public access of student editions of recommended IM to be accessed and viewed by the public; if applicable, set up display in school board office of hard copies of student and teacher editions for all recommended IM.</li> </ul>
<b>MAY</b>	
	<ul style="list-style-type: none"> <li>• Submit selected instructional materials for board approval</li> <li>• Following SB approval for adoption, begin 30 calendar day window for parent or resident to contest adopted materials.</li> <li>• To protest, a parent must file a petition on a form provided by School District. (See <b>Appendix B</b>)</li> <li>• Form must be available to public and published on a district website.</li> <li>• Post parent/resident petition to protest IM on district website.</li> <li>• Professional development opportunities scheduled.</li> </ul>

<b>TIMELINE</b>	
<b>JUNE</b>	<ul style="list-style-type: none"> <li>• Within 30 days after protest period ends, if protest is initiated, an open noticed SB hearing will be held during a SB meeting. Petitioners will be notified of the date and time of the Public Hearing in writing 7 days in advance.</li> <li>• Following public hearing, SB will vote on adoption of core material. Decision is final</li> <li>• Professional development opportunities provided.</li> </ul>
<b>JULY</b>	<ul style="list-style-type: none"> <li>• Instructional materials ordered.</li> <li>• Certify that the district school board has approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials.</li> </ul>

The Gadsden County School District will follow the Instructional Materials Adoption Schedule in alignment with the schedule established by the Florida Department of Education (FDOE). The amended schedule may be found [clicking here](#).

**The textbooks adopted by Gadsden County School District are provided in Appendix A.**



## Petition to Object/Objection to Instructional Materials

This form is to be used for either of the two circumstances stated below.

1. Pursuant to School Board Policy 4.30, which implements F.S. 1006.28(2)(a)(2), this form must be used by the parent of a student, an emancipated student, or a resident of this county to object to the use of instructional materials: to object during the adoption process or more than 30 days after the materials are adopted, or to object to classroom instructional reading materials that are not purchased from the Instructional Materials Allocation. However, a parent or county resident may object without using this form at the Boards's public hearing or meeting to adopt the materials. Provide the additional information requested so that adequate information is received to attempt resolution.
2. Pursuant to School Board Policy, which implements F.S. 1006.28(2)(a)2, this petition to object to instructional materials must be filed with Board Secretary, Gadsden County School District, 35 Martin Luther King, Jr. Blvd, Quincy, FL 32351, within 30 days following the adoption of the materials. This form must be signed by the parent or resident of this county, include the required contact information, and state the objection to the instructional material. Provide the additional information requested so that adequate information is received to attempt resolution.

The process and forms to object to instructional materials can be found at the [Gadsden School District's website](#).

### Section 1: Parent or Resident Information

Check the box that applies to you. Check all that apply.

Parent/guardian of a student     Resident of this county

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

### Section 2: Information Regarding Material

Type of material:  Book  Non-print material  Other (identify): \_\_\_\_\_

Title of the material: \_\_\_\_\_

Author(s): \_\_\_\_\_ Publisher or Producer: \_\_\_\_\_

Copyright Date: \_\_\_\_\_ Grade Level used: \_\_\_\_\_

Where is the material found:  Media Center  Classroom Library  Reading List  Other:  
\_\_\_\_\_

School(s) where material is found: \_\_\_\_\_

ISBN, if available: \_\_\_\_\_

**Section 3: Basis for the Objection**

Identify the basis for your objection:

- The material is pornographic.
- The material is prohibited under Section 847.012, F.S.
- The material depicts or describes sexual conduct as defined in Section 847.001(19), F.S.
- The material is not suited to student needs and their ability to comprehend the material.
- The material is inappropriate for the grade level and age group for which it is used.

**Section 4: Objection Specific Information**

1. What brought this material to your attention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you examine this material in its entirety?  Yes  No

If not, what sections did you examine?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Identify the portion of the material objected to and why. *(You must be specific and provide page numbers, sections, or timestamps, as appropriate. You may attach additional information that does not fit within this form.)*

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4. Is there any age or grade you would recommend this material?  Yes  No

If yes, please specify: \_\_\_\_\_

5. Is there any value in this material?

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6. What is your desired outcome for this material?

Remove or discontinue use of material.

Limit access to certain grade levels: \_\_\_\_\_

Limit my child's access.

Other: \_\_\_\_\_

Printed Name of Objecting Party/Resident: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_