



INSTRUCTIONAL MATERIALS HANDBOOK

WAKULLA COUNTY SCHOOLS

2023 / 2024



<https://www.wakullaschooldistrict.org/departments/instructional-services>

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The Instructional Materials Handbook should be viewed electronically as all resources are linked for your convenience.

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Introduction

The purpose of this handbook is to provide information relative to the administration of the Instructional Materials Program for grades PreK-12 in Wakulla County Schools.

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Empowering
students,
families, and
communities
to support
student
learning and
growth
through
**RIGOR,
RESILIENCY,
and
RELEVANCE.**

Philosophy

Instructional materials at use in classrooms are rapidly changing as the district incorporates digital texts and instructional software. All instructional materials used in the classroom are the responsibility of the school district and must meet evidence and research-based guidelines and standards alignment. No instructional material shall be implemented without review by appropriate personnel. Ref. FS 1006.283. The expenditure of the Instructional Materials allocation shall conform to the requirements notes in FS 1006.40(3).

Contents of this document are based upon:

- current statutes;
- district policies;
- procedures utilized in the district.

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. The Wakulla County Schools Instructional Materials Program must continue to be an integral and essential part of the K-12 instructional process. It is to that goal this handbook has been designed.

"The district school board has the constitutional duty and responsibility to select and provide adequate instructional materials for all students in accordance with the requirements of this part. The term 'adequate instructional materials' 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 hardbacked or softbacked 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 courses of mathematics, language arts, social studies, science, reading, and literature." FS 1006.28(1)

"Each district school board must purchase current instructional materials to provide each student in kindergarten through grade 12 with a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading and literature. Such purchase must be made within the first 3 years after the effective date of the adoption cycle" FS 1006.40(2)

Library Media Handbook

The District School Board shall *establish and maintain a program of school library media services for all public schools in the district.* Ref. 1006.28(1) (d). Refer to the Wakulla County Schools Library Media Handbook for further information and guidance regarding school library media services.

Quick Reference to Florida State Statutes

Florida State Statutes

1006.28	Duties of district school board, district school superintendent; and school principal regarding K-12 instructional materials
1006.32	Prohibited acts
1006.35	Accuracy of instructional materials
1006.36	Term of adoption for instructional materials
1006.37	Requisition of instructional materials from publisher's depository
1006.40	Use of instructional materials allocation; instructional materials, library books, and reference books; repair of books
1006.41	Disposal of instructional materials
1006.42	Responsibility of students and parents for instructional materials
1011.67	Funds for instructional materials

Quick Reference to School Board Policies

Wakulla School Board Policy

<u>WCSB Policy 3.52</u>	Copyrighted Materials
<u>WCSB Policy 4.20</u>	Annual district instructional materials allocation; lost or damaged books
<u>WCSB Policy 4.21</u>	Instructional Materials selection
<u>WCSB Policy 7.77</u>	Inventories and Property Records



Instructional Materials Definitions

On-Adoption Instructional Materials

Those instructional materials that are currently on district adoption. These materials can be state adopted or non-state adopted. Materials are typically adopted for a five or six-year period, but some titles may remain of adoption for several years longer. These are the materials that must be reported on the Textbook Inventory each June.

Extended Adoption Instructional Materials

Instructional materials that continue to be used in the district even though they may not be under current state adoption. These materials may still be available from the School Book Depository or publisher, but they are not longer under a state bid price.

School Textbook Manager

The person designated by the principal to handle instructional materials in the school center. This is a supplemented position.

Textbook Inventory Report

This report form lists all of the instructional materials for which a school or department is responsible and accountable. The district updates it with each adoption, and the final inventory is due from schools by June 30th of each year.

Dual Enrollment Materials

Those materials that are issued to high school students who are also enrolled in post-secondary courses creditable toward a vocational certificate or an associate or baccalaureate degree.

Instructional Materials Definitions

Back Orders

These are materials that have been ordered by schools, but that have not been received from the publisher or Florida School Book Depository. It is the school's responsibility to follow up on backordered materials.

Florida School Book Depository (FSBD)

The depository that carries all state-adopted instructional materials in the state of Florida, and from which the district orders all state adopted materials used in district schools. FSBD is a private business that is located in Jacksonville, Florida. Access to elementary and secondary catalogs are available each year. Prices listed in the catalog are the state contract prices for the adopted materials.

Consumable Instructional Materials

Materials listed on the Textbook Inventory intended to be written in and consumed by students. Textbook Managers will need to maintain a count of any consumable materials on hand and order replacements as needed.

Non-consumable Instructional Materials

Materials listed on the Textbook Inventory, which are not meant to be written in or consumed by students. These materials are reissued to students year after year and are intended to last the length of the adoption without replacement.

Ancillary Materials

These are supplemental or ancillary materials that publishers offer "free with order" during the first year of adoption and purchase. In subsequent years, these items must be purchased at the price listed in the FSBD Catalog. These items are meant to last the length of the adoption and the count per teacher should be reconciled at the school each year.

Instructional Materials Definitions



Computer-Assisted Instruction (CAI) Materials

Software used for instruction or intervention. This software is district-purchased and/or approved.



Textbook Allocations

Instructional materials are purchased through funding from the state of Florida. The funding is based on the FEFP, and may fluctuate from year to year. The district allocates funds to schools in accordance with the adoption needs for the year. Media funding and dollars for science lab materials are part of this funding.



Textbook Manager

Each school principal shall appoint a textbook manager for his/her school. This position is supplemented as outlined in the Master Contract Agreement Between the School Board of Wakulla County, Florida and the Wakulla Classroom Teachers Association.

The duties of the Textbook Manager include:

- Maintaining a working knowledge of the information located in the Instructional Materials Handbook.
- Assisting the principal with the annual textbook inventory.
- Maintaining a current list of textbooks and their prices used in the school.
- Assisting the principal with the ordering of textbooks.
- Communicating with the Florida School Book Depository concerning damaged textbooks or textbooks received in error.
- Facilitating the textbook adoption process by assuring that sample texts are distributed as requested by the district office. Records should be kept noting this distribution, so that samples can be located as necessary.
- Communicating with the District Curriculum Coordinator to assure that school textbook needs are supplied. The principal should be aware of needs prior to their communication to the District Curriculum Coordinator.

Instructional Materials Adoption Guidelines

1 Closed District

Wakulla County is a closed district. This means that all initial calls from companies and sales representatives regarding textbook purchase should be directed through the district office. The Instructional Services Department should be contacted if sales representatives contact the school without going through the district office. A sales representative will not be sent to a school from the district office without prior notification from the Instructional Services Department to the school. All vendor presentations during an adoption year are coordinated through the Instructional Services Department.

2 Instructional Materials Adoption Procedures

1. The District adoption cycle for instructional materials shall align with the State cycle except where a separate District adoption is considered necessary. Subject areas to be reviewed will be posted on the district website and published in the Instructional Materials Handbook. Adopted materials shall be used during the adoption cycle until they are physically unusable, they are replaced with newly-adopted materials, or until the course is no longer offered.
2. The District review will focus on evaluating materials that are submitted by publishers for State adoption or other materials available at the time from appropriate publishers. The goal will be to recommend the most suitable materials for District adoption in Wakulla County
3. In the selection of instructional materials to be used in the District, the criteria used to determine the propriety of the materials shall include: alignment with course state standards provided for in FS 1001.03(1), the educational purpose to be served by the materials, the degree to which the materials encompass the instruction required by the State Board of Education and the District School Board, and a consideration of the racial, ethnic, socioeconomic, and cultural diversity of the students of the District. "Any instructional material containing pornography or otherwise prohibited by s. 847.012 may not be used or made available within any public school." (FS 1006.34(2)(b)4)

Instructional Materials Adoption Guidelines

4. For District-wide adoption in core subject areas, teachers who teach the subject at the appropriate grade level and who are not on the District committee will be afforded opportunities to review samples of the top two or three-rated publishers' programs and give input. Teachers' comments will be reviewed at district level and weighed as a factor in the final decision-making process. The decision for recommendation will be based on a majority vote by teachers of the courses for which the materials are being adopted. This recommendation will be submitted to the School Board for approval.
5. Members of any District 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 district's mission statement.
6. Each District adoption committee member will receive an overview of the evaluation techniques to be used, characteristics of effective instructional materials and the skills necessary to make valid, culturally sensitive, and objective decisions regarding the content and rigor of instructional materials. In addition to conducting topic comparisons, horizontal traces, and vertical traces where appropriate, the review process will include scrutiny of each program's alignment to the state standards and the assessments that are based on those standards.
7. The adoption calendar specific to the current adoption shall be established during the fall of each school year and shared with district and school personnel.
8. All adoption decisions are to be completed by May 1st of the school year in order to ensure that orders may be placed and materials received in sufficient time for the beginning of the subsequent school year.

3 Instructional Materials Review Committee

For each subject to be reviewed, an Instructional Materials Review Committee will be convened. The Instructional Materials Review Committee will have representatives from the following groups:

- One or more parents who currently have children in the Wakulla County School System
- One or more teachers who are certified in and/or currently teach the subject for which materials are being considered for adoption - At least two-thirds of the committee will be comprised from this group. ESE personnel will be included in the committee.
- One or more district-level instructional personnel with expertise in the area for which materials are being considered for adoption - This may be a school-level administrator.
- Community representation on the Instructional Materials Review Committee is encouraged.

Instructional Materials Adoption Guidelines

- The selected district committee members will carefully review the newly state-adopted instructional materials according to the identified needs of the school, students, and community and the required standards for the course(s).

Activities of the committee may include, but are not limited to:

- designing a criteria sheet appropriate to the subject area.
- utilizing the criteria to review the new materials.
- narrowing the selection to three top choices.
- listening to presentations by representatives of the publisher(s).
- developing a strengths/weaknesses document for each choice.
- presenting review information to each school's staff/department.
- facilitating grade level/subject area evaluation of the materials at the school level.

Once the committee has met, open review by all teachers of the subject or course will begin. Teachers will have a specified length of time to review and evaluate the materials with the assistance of the information provided by the committee. Horizontal and vertical team meetings will be held at the school level to discuss the strengths of each text as they relate to the specific needs of each group of students. Teachers will be encouraged to teach lessons from the sample texts during the review period.

Teachers at each grade level at each school will come to consensus on their first and second choices. These votes will be submitted to the school administration. The compilation of school votes will be submitted to the District Curriculum Coordinator for a district tally. Based upon this information the district decision will be made with final approval by the School Board.

Prior to final approval, an advertised 30-day period must be provided during which the parent of a public school student or a resident of the County, as defined by Florida Statutes, may contest the district school board's adoption of a specific instructional material. The parent or resident must file a petition, on the form provided by the schoolboard (see Form E in Appendix), within 30 calendar days after the initial adoption of the material by the schoolboard. The form will also be available on the district website. Within 30 days after the 30-day period has expired, the school board will conduct at least one open public hearing on all petitions timely received and provide the petitioner written notification of the date and time of the hearing at least 7 days before the hearing. All instructional materials contested must be made accessible online to the public at least 7 days before the public hearing. The school board's decision after convening a hearing is final and not subject to further petition or review. FS 1006.28 (1)(a)3

Upon final approval by the School Board, the district curriculum will be correlated to the new materials and schools will be ready to order textbooks for the following year. It is anticipated that textbooks will be ordered during the first year of each adoption cycle.

Instructional Materials Adoption Guidelines

4 Obtaining Speciman (Sample) Books

During an adoption year the following process will be followed:

Step 1:	The district coordinator will notify each school of the publisher and titles of books newly adopted by the State Board of Education.
Step 2:	Sample copies of newly adopted texts for core subjects will automatically be ordered by the district coordinator for direct shipment to schools. Samples should arrive in schools by early December. Online access to samples will be communicated.
Step 3:	Textbook Managers, in cooperation with school administrators, should assure that the samples are appropriately displayed and/or circulated so that all teachers have opportunity to review the texts. The sets should be kept intact throughout this process.
Step 4:	The District Curriculum Coordinator will inform the school if any samples must be returned to publishers.
Step 5:	After a text has been chosen by district teachers and approved by the School Board, the District Curriculum Coordinator will ask the schools to distribute samples as they wish.

A specimen set of selected materials should remain available at each school for review of parents and other interested citizens for the duration of the adoptive cycle. Specimen sets for books that are not part of uniform district adoptions for core subjects must be requested from the District Coordinator. They will not automatically be ordered. (Examples: technology, drama, music, etc.) The principal must call the District Curriculum Coordinator and request samples of these texts be sent to the school. The District Curriculum Coordinator will contact the publisher and request that the samples be shipped.

Instructional Materials Adoption Guidelines

5 Selecting Non-State Adopted Instructional Materials

Non-state adopted instructional materials may be recommended for purchase by staff members once an evaluation of such items has been completed. The district's evaluation process must still be followed. The school administrators will review the recommendation and if approved, a purchase order will be prepared. The purchase order will indicate the materials are not state adopted and will be processed normally.

6 Selection Materials for Trade Books to be Used For Class Instruction

Any TRADE BOOK used in classroom instruction (for which a class set is purchased) shall be reviewed according to whether it

- has positive educational merit;
- addresses a subject that is grade-level appropriate;
- is the appropriate reading level for the grade;
- is free of undue controversy or inappropriate content or language;
- has student appeal;
- is not included on any other grade level's reading list.

When a teacher is made aware of a book and feels that the book would positively impact classroom instruction, the following steps should be followed for approval of the book.

- Teacher suggests book to principal who arranges for an administrator or designee to read and review the book. ---Note: A form to facilitate this process is provided in the Appendix of this handbook (Form B)
- If the administrator finds the book to be appropriate, the teacher then arranges for at least one other grade-level teacher to read and review the book.
- If the reviewers agree that the book meets the criteria listed above, it can then be purchased for use in classroom instruction.

Instructional Materials Adoption Guidelines

7 School/Teacher Contact With Sales Representatives

Contact with publishers' sales representatives should be coordinated through the district office. Especially during an adoption cycle, no sales representative should visit a school without prior notification from the District Curriculum Coordinator. If a sales representative fails to follow this directive the school administrator should contact the District Curriculum Coordinator of the violation.

All orders of materials should follow the process as outlined in this manual. No materials should be requested directly from sales representatives without the knowledge of the District Curriculum Coordinator.

It is imperative that the district monitor and control free and/or sample materials received directly from publishers. The district is required by state law to maintain a fair and equitable process that does not favor one publisher over another. Any trial or pilot of a material(book, software, etc.) prior to an adoption may be construed as giving an unfair advantage to a company. For this reason, all such activity must be coordinated through the district office.

8 Uniform Textbook Adoptions

The Wakulla County School District maintains uniform texts for the core subjects for grades K-5, 6-8 and 9-12. Anytime the same subject/course is taught by multiple teachers a uniform text is used.

Uniform adoptions are district coordinated and monitored. Selections are made after thorough teacher examination and public review. At each school, teachers reach consensus by grade level and/or subject area, the Instructional Materials Review Committee reviews texts and teacher votes, and recommendation to the School Board is based on the consensus with heavyweight being given to teacher votes.



General Timeline for the Adoption Process

TIME FRAME	TASK	RESPONSIBILITY
July	Review of the state adoption cycle with specific plans for the upcoming adoption	District Instructional Services Department
August	Specific Timeline distributed to administrators and shared with teachers. Preparation of subject-specific survey, as needed.	District Instructional Services Department and School Administrators
September	Teachers complete survey as deemed appropriate for baseline information. Adoption information is updated on the district website.	Instructional Services Department distributes survey. Surveys due back to Instructional
October	Information from surveys shared with administrators and teachers. Receipt of list of books recommended by state committees for state adoption. Review of the state bid list will occur in the absence of the state adoption list. District review of curriculum ongoing based on information from surveys and any new state requirements.	Instructional Services Department
November	Samples of all texts on the state-adopted lists are ordered for schools. This will be modified as needed to align with the state's requirement that the samples be provided in digital format. The exception will be when multiple non-core areas are up for adoption at the middle and high school levels. The schools will be requested to review the list and determine which books they need to see. Determination of the need for publisher presentations. Schools appoint teachers for District Committee and district solicits parent/community representatives.	Samples are ordered by the Instructional Services Department and shipped directly to schools.

December/ Early January	Textbook samples arrive in schools by the first week in December. Textbook Managers and principals are responsible for contacting the Instructional Services Department if they fail to receive requested samples. Instructional Materials review committees meet.	Instructional Services Department, Textbook Managers, Principals
January	Ongoing review of texts in schools.	Textbook Managers, Principals Coordinated at the school level. School administrator collects all sign in sheets to make sure that each grade level and/or department has clearly indicated a first and second choice. Sign in sheets are submitted to the Instructional Services Department
February	Representatives from district review committees are given time to share information. Grade levels meet to reach consensus. Vertical teams meet to discuss strengths/weaknesses of texts across grade levels. Recommendation for adoption is finalized by the Instructional Materials Review Committees.	Instructional Services Department Principal or designee (Textbook Manager)
March	Open Board Meeting for considering the materials to be adopted is advertised. Board Meeting held according to required timeline. Links to all samples available on the district website for public review. Public input portal active. Thirty-day period open for any contest to adoption. Materials and form for contest available online	Instructional Services Department/ School Board District Curriculum Coordinator
April	Open public hearing to hear any submitted objections to the adoption. Adoption decision finalized. Report of anticipated number of books to be ordered due to state no later than April 1st.	Instructional Services Department/School Board
May	Orders completed at schools. Transmitted to District Office no later than the end of the first week in May.	Principals/Textbook Managers

Management of Textbooks & Instructional Materials

State textbook funds will be budgeted in a district account and will be used on a need basis to supply each school with necessary textbooks. The Principal shall be responsible for the proper handling of textbooks. In the discharge of this responsibility the following shall be observed.

- 1.The Principal shall be responsible for an accurate and complete account of all district-owned textbooks. This includes textbooks purchased as part of a district adoption or any instructional material purchased through school or district funds. Monies collected for lost and damaged textbooks will be forwarded to the district office with the annual textbook inventory –due no later than June 30 of each year.
- 2.The Principal shall work with faculty to establish an expectation and procedural guidance for assuring that textbooks, including trade books and other instructional materials, are maintained appropriately and without undue loss.
- 3.Each teacher shall be responsible for seeing that the student take care of textbooks and shall collect and report to the Principal all monies collected for lost or damaged books.
- 4.There shall be collected from each student or his parent the purchase price of each book lost, destroyed, or unnecessarily damaged and such amount shall be transmitted to the Superintendent together with the student's name and address. If the textbook is destroyed, lost, or substantially damaged, the full purchase price of the lost textbook shall be collected from the student regardless of the age of the text. If a book is unnecessarily damaged but still usable, a \$5.00 fine shall be charged to the student.
- 5.When a student has lost or damaged a library or textbook and failed to pay the assessed amount, the principal may direct the transfer of the permanent record even though the assessed amount has not been paid.
- 6.Under no conditions may a report card or progress report be delayed or may grades be withheld from the permanent record for failure to pay an assessment for destroyed, lost or damaged books or for any cause. (Rule 6A-1.955, SBER) However, the failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or the satisfaction of the debt by the student through community service activities at the school site as determined by the school principal, pursuant to policies adopted by district schoolboard rule.
- 7.The responsibility for installing a new series of adopted textbooks rests with the principal after consultation with the Instructional Services Department. Careful planning and forethought shall precede the introduction of new textbooks. ALL instructional materials must be evaluated using an approved form prior to purchase. All evaluation forms must be forwarded to the district Instructional Services Department prior to ordering. Professional development on the use of new core materials will be provided.
- 8.All teachers are required to use current district-adopted textbooks as their main tool(s) of instruction. Other texts may be used as supplemental materials only.

Management of Textbooks & Instructional Materials

9. It is the principal's responsibility to effectively communicate to parents the manner in which instructional materials are used to implement the curriculum objectives of the school.
10. Each principal shall be responsible for cooperating with the district personnel to provide to the superintendent in a timely manner a plan for instructional materials use.
11. Each principal shall be familiar with the laws and policies as they relate to instructional materials.

Significant Deadlines for Principals and Textbook Managers

End of Preplanning	All textbooks distributed to teachers. Distribution is based on class size and teaching assignment(s)
End of August	School procedures for maintaining the textbook inventory communicated to teachers
End of September	Communication with District Curriculum Coordinator concerning current adoption requirements
Beginning of December	Assurance that all samples for current adoption have been distributed to the appropriate teachers in the school.
Beginning of January	Communication with teachers to remind of February deadline for votes in the current adoption.
February (deadline communicated annually)	All votes for the current adoption due to the District Curriculum Coordinator.
March 30th	Projection of order for newly adopted books due to the District Curriculum Coordinator.
End of April	Decisions concerning ancillary materials and teacher needs for current adoption made.
End of First Week of May	Predated purchase order for newly adopted materials submitted to the District Curriculum Coordinator.
June	Determine recycling needs and communicate these to the District Office (District Curriculum Coordinator). Annual textbook inventory with accompanying check for collected textbook monies submitted District Curriculum Coordinator

Sale of Textbooks

1. Textbooks which are unused and in current adoption may be purchased by the public from the schools at the net wholesale price plus the cost of shipping from the Florida School Book Depository.
2. All money collected from the sale, exchange, loss, or damage of instructional materials shall be transmitted to the superintendent to be deposited and added to the district appropriation for instructional materials.
3. The following legend shall be stamped in each book which is sold: "This book has been sold by the Wakulla County School Board and the ownership label is no longer valid."

Disposing of Surplus, Obsolete and Unusable Textbooks & Instructional Materials

Instructional materials which become unserviceable or surplus or are no longer on state contract shall be disposed of as provided herein.

1. Usable surplus and obsolete instructional materials no longer under contract to the state shall be made available to other schools in the district prior to disposal. Any material which is not requested by another school in the district may be disposed of by:
 - giving or lending the materials to other public education programs within the district or state, to teachers to use in developing supplementary teaching materials, to students or others, or to any charitable organization, governmental agency, private school, or state.
 - selling the materials 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.
2. The district coordinates recycling of surplus textbooks each summer, if available.
 - The school must communicate to the Instructional Services Department the ISBN number and quantity of all instructional materials to be recycled.
 - Books must be boxed with contents list on the outside of each box.
 - Boxes will be delivered to the District Office as communicated by the Instructional Materials Department for pick up by the recycling company.
3. Instructional materials that cannot be disposed of as provided in subsection (1) or (2) may be destroyed or discarded.
4. All monies received by reason of sale, exchange or other disposition of instructional materials shall be deposited into the appropriate district fund for instructional materials and then credited back to the school's instructional materials account.
5. State Board of Education Rules shall prevail whenever any provision of these rules conflict.

ALL SURPLUS MATERIAL MUST BE STAMPED "NO LONGER PROPERTY OF WAKULLA SCHOOL BOARD".

A stamp is located at each school for this purpose.

Fines and Fees for Lost and Damaged Books

Each school shall maintain a current list of the replacement costs of all textbooks.

If a book is lost, the entire purchase price of the book shall be charged to the student for collection.

If an instructional material is damaged to the point of being rendered unusable, the entire purchase price of the book shall be charged to the student for collection.

If an instructional material is damaged but is still usable, a fine of \$5.00 shall be charged to the student for collection. An example of this type of damage could be a book in which the student has marked on several pages with a marker or torn out a blank page. The book is damaged but still usable. The school will not determine different levels of fees for different damages.

Penalties for Failure to Pay for a Damaged or Lost Instructional Material

The failure to collect such sum upon reasonable effort by the school principal may result in suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school Principal, pursuant to policies adopted by district school board rule.



District Procedures for Ordering from the Depository

School Process

Requisition (ordering) forms are available at <http://www.fsbd.com>. At this website you may select the appropriate form for ordering instructional materials from the Florida School Book Depository. Once you have created an accurate list of materials attach the list to a valid purchase order and send to the District Curriculum Coordinator. Please note at the bottom of the purchase order whether or not the materials are State Adopted.

District Process

Upon receipt of the purchase order and requisition the District Curriculum Coordinator will recheck the figures, make a copy for the files and forward the information to the finance office for processing. Once the signature of the superintendent is obtained and the purchase order is given a number, the information will be returned to the District Curriculum Coordinator, who then will return the purchase order to the school to be mailed or faxed.

Ordering Process

The school will mail or fax the processed purchase order and list to the depository. The school will receive the textbooks directly from the depository.

Address

Main Warehouse: Ships and receives material for Grades K – 8
1125 N. Ellis Road
Jacksonville, FL 32254

Secondary Warehouse: Ships and receives material for Grades 9 – 12
350 Ellis Road
Jacksonville, FL 32254

The packing ticket for each order will contain the name of the warehouse and the address from which your shipment originated.

District Procedures for Receiving Materials

District Process

The original invoice from the FSBD will be forwarded to designated school personnel at the receiving school from the District Curriculum Coordinator.

School Process

The designated school personnel upon receipt of the original invoice will notify the school textbook manager. Once ALL items have been received and accounted for:

- Indicate the material received on the invoice.
- Sign and date the invoice after ALL materials have been received and give to the designated school personnel.
- The designated personnel will sign the green receiving report (purchase order) and return to the District Curriculum Coordinator with the signed invoice. The school may keep a copy of the invoice for their records.
- Note: In the case of partial shipment from the School Book Depository, the district is able to make partial payment in order to avoid prolonged payment delay due to backorders. In the case of a partial shipment, attach the PO to the invoice and note on the invoice "Make Partial Payment". Forward this to the Instructional Services Department.

Receiving Process

The District Curriculum Coordinator will check the invoice and receiving report for agreement and will then send it to the finance office for payment.

Receiving Materials from Other Vendors

Once ALL materials are received on a purchase order, the school textbook manager signs and dates the invoice. The signed invoice is given to the school secretary for processing. The school secretary will sign off on the receiving report, attach the signed invoice and send to the finance office at the District Office.

Checking in Instructional Materials

The following procedures should be followed when checking in your textbook order.

1. Unauthorized personnel should NOT sign for receipt of shipment.
2. Always check the number of cartons received against the number of cartons listed on the Bill of Lading. Further, check to make sure all cartons are stenciled/addressed to your school.

3. If there is a difference in the number of cartons being delivered against what is listed on the Bill of Lading. **Be Sure To:**
 - a. Sign the trucker's copy as to the difference.
 - b. Have the trucker sign your copy as to the difference.
4. The trucking firms will not normally deliver more cartons to you than are listed on the Bill of Lading.
5. If there is a delivery shortage, immediately notify the Depository so they can make corrections.
6. If your cartons are noticeably damaged refuse to sign the Bill of Lading noting the damage.
 - a. If a quantity or title error is noted when checking the order, **notify the Depository immediately giving:**
 - b. Depository invoice number, account number, and purchase order number.
 - c. Any additional information to help identify errors noted.
7. **DO NOT STAMP OR MARK ANY BOOK THAT MAY NEED TO BE RETURNED TO THE DEPOSITORY FOR CREDIT!**

Summer Deliveries: Be sure to note the time/date you wish the shipment to arrive at the school.

Returning Books to the Depository

UNDAMAGED BOOKS BEING RETURNED FOR CREDIT:

Only unstamped and unused books may be returned to the depository for credit. NO ITEM MAY BE RETURNED WITHOUT PRIOR AUTHORIZATION from the depository! For authorization log onto www.fsbd.com and follow the directions under "Customer Service".

Be prepared to provide the following information:

- Quantity, code number and title of item to be returned.
- Copy of the invoice, if possible, or the number and date of the invoice.

Only items that are unused, unstamped and in resalable condition will be accepted for credit.

The address for return shipments is located in the front of the Florida School Book Depository (FSBD) catalog.

Damaged Books Being Returned for Credit And/Or Replacement:

Damaged books may be returned even if they have been stamped. Go to the FSBD website (www.fsbd.com). Look for "Customer Service". Click on "Report Damaged Materials". Complete information as requested. FSBD will arrange for the pickup of the materials. The extent of the damage to the materials will be evaluated by FSBD and reported to the publisher. Arrangements for replacement will be made at that time. Please copy the District Curriculum Coordinator on all correspondence.

Principal's Annual Textbook Inventory

Each year, the principal is required to submit to the district office an inventory of textbooks. The inventory includes instructional materials purchased with textbook funds, whether or not they are on the state adopted list. In addition, the Report of Unserviceable and Surplus books should be attached. The form is available electronically upon request from the Instructional Services Department. The Annual Textbook Inventory should list all texts and instructional materials (see definition on page 1) used as a regular part of classroom instruction. The inventory should include those materials purchased with instructional materials money as well as instructional materials purchased through other projects.

At the beginning of May each year an updated Textbook Inventory Form (see explanation in Forms section of this handbook) will be forwarded to the school Textbook Manager and to the Principal.

The Textbook Manager, under the authority of the Principal, shall:

- coordinate the verification of the inventory numbers,
- note discarded titles,
- note purchased items,
- identify lost texts and the money collected.

The principal shall:

- review the textbook inventory,
- instruct staff to report textbook numbers to the Textbook Manager,
- review the final inventory with the Textbook Manager for accuracy,
- sign the textbook inventory,
- direct the bookkeeper to prepare a check for all textbook monies collected – this should match what is reported on the textbook inventory,
- forward the inventory with the attached check to the District Office no later than June 30th of each year.

Responsibilities and Rights of Students and Parents

All instructional materials purchased under the provisions of this part are the property of the district school board. When distributed to the students, these instructional materials are on loan to the students while they are pursuing their courses of study and are to be returned at the direction of the school principal or the teacher in charge. Each parent of a student to whom or for whom instructional materials have been issued, is liable for any loss or destruction of, or unnecessary damage to, the instructional materials or for failure of the student to return the instructional materials when directed by the school principal or the teacher in charge, and shall pay for such loss, destruction, or unnecessary damage as provided under s. [1006.28\(4\)](#).

A parent has the right to object to his or her child's use of a specific instructional material. FS [1006.28\(1\)\(a\)2](#)

- The parent must submit his/her objection to the teacher and school principal. The form to facilitate this is located in Appendix D and on the district website.
- The principal will ensure that the contested instructional material has been appropriately reviewed and approved prior to its use in the classroom.
- The principal will ensure that the teacher provides an alternate assignment that is equivalent but not punitive in nature.
- The completion and quality of the alternate assignment is the responsibility of the student, and the teacher will evaluate the assignment upon the same merits as the rest of the class is judged.

Copyright & Fair Use Guidelines

Copyright Guidelines

It is the ethical responsibility of all school employees adhere to copyright guidelines and policies, such as Wakulla School Board Policy 3.52 regarding copyrighted material.

1. Definition: Copyright is protection given by law to authors of original works, regardless of format.
2. Law: Federal law makes it illegal to duplicate copyrighted materials by electronic or other means, in whole or in part, without the express authorization of the holder of the copyright, except for certain exempt purposes. With the amendments to the copyright law, all materials are protected by copyright from their inception unless specifically labeled as being in the public domain.
3. Employee Responsibility: While employees are encouraged to enrich the learning process by making proper use of supplementary materials, it is the responsibility of each employee to abide by the requirements of the copyright laws. In no circumstance shall it be necessary for employees to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for violations of the copyright law by its employees. The district requires that all employees remain accountable in practice to the copyright laws.
4. Penalties: Severe penalties may be imposed for unauthorized copying or use of audio visual or printed materials and software, unless the copying or use conforms to the 'fair use' (<http://www.copyright.gov/fls/fl102.html>) doctrine. Willful infringement of the laws could result in legal and/or disciplinary action.
5. Liability: Liability may include fines and/or imprisonment.
6. Help: Any employee who is uncertain as to whether reproducing or using materials is permissible under the law should contact the school media specialist.

FAIR USE Guidelines

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (Title 17, U. S. Code). One of the more important limitations is the doctrine of "fair use."

Copyright & Fair Use Guidelines

FAIR USE Guidelines (cont.)

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair.

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

Copyright protects the particular way authors have expressed themselves. It does not extend to any ideas, systems, or factual information conveyed in a work.

The safest course is to get permission from the copyright owner before using copyrighted material.

When it is impracticable to obtain permission, you should consider avoiding the use of copyrighted material unless you are confident that the doctrine of fair use would apply to the situation.

Fair use guidelines DO NOT preempt or supersede license agreements and contractual obligations. All employees are required to err on the side of caution when in doubt about the use or copying of copyrighted materials.

Approval of Materials



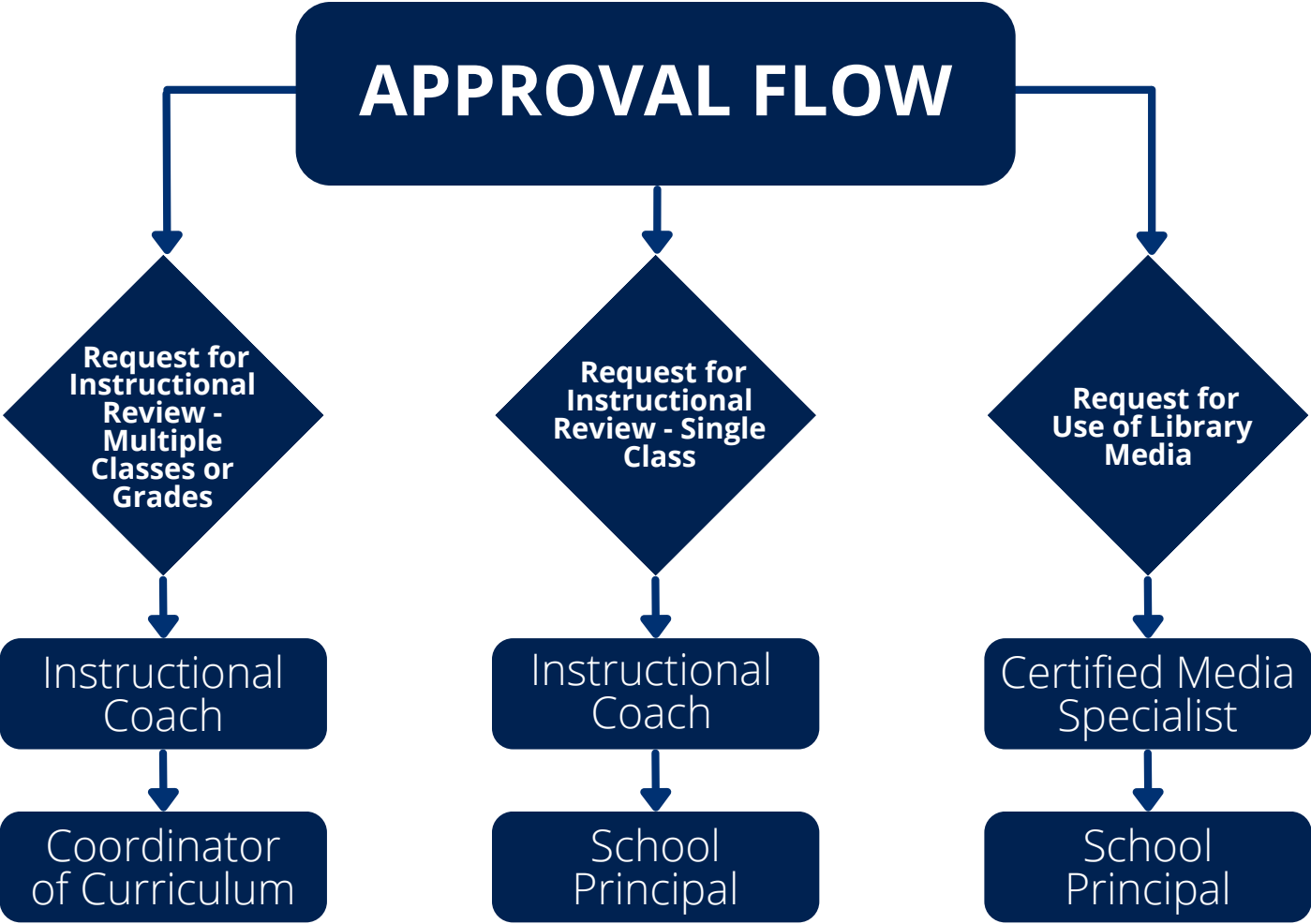
Instructional & Library Media Materials Approval Flow

To ensure all materials meet the requirements set forth therein, all school personnel must follow the district's procedures for approval for use of any material that is not on a state/district approved list or curriculum pacing guide.

There is an established flow for the approval of all instructional and supplemental materials in the district.

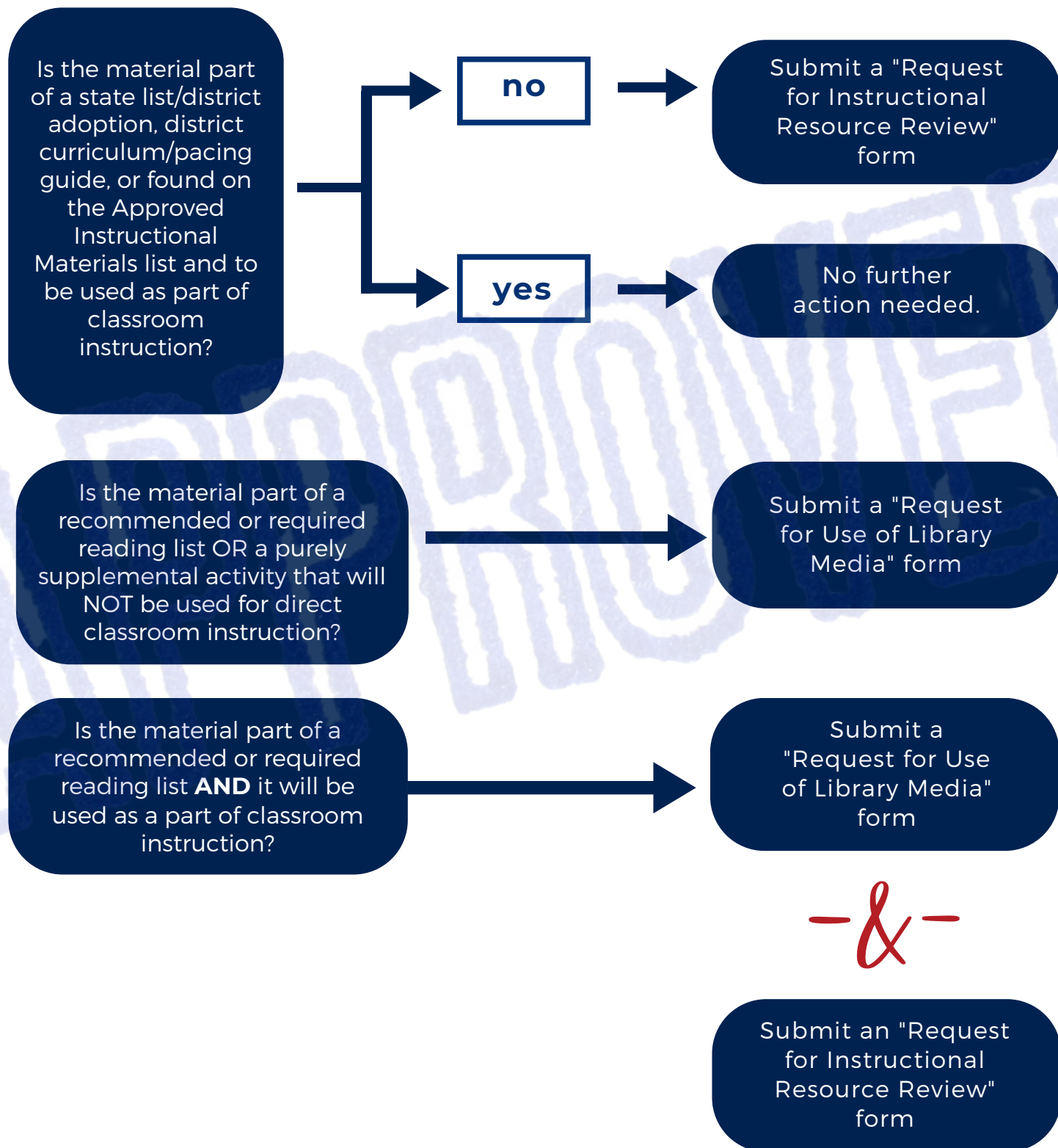
[Request for Use of Library Media Form](#)

[Request for Instructional Resource Review Form](#)



Approval of Materials

Instructional & Library Media Materials Decision Tree



Instructional Materials Adoption Schedule

Florida Instructional Materials Adoption Schedule for Adoption Years 2023-2024 through 2027-2028

State Adoption Year	Wakulla County Adoption Year	Subject Area	Specifications and Criteria Available	State Adoption Process	Effective Date of Contract April 1 -March 31	Current Contracts Expire March 31
2022-2023	2023-2024	Social Studies, K-12	Nov. 2021	April 2022-2023	2023-2028	2022* Contracts extended through 3/31/24
2023-2024	2024-2025	Science, K-12	Nov. 2022	April 2023-2024	2024-2029	2023** Contracts extended through 3/31/25
2024-2025	2025-2026	Career and Technical Education, World Languages, Art, Music, Dance, Health and Computer Science, K-12	Nov. 2023	April 2024-2025	2025-2030	2024**
2025-2026	2026-2027	English Language Arts, K-12	Nov. 2024	April 2025-2026	2026-2031	
2026-2027	2027-2028	Mathematics K-12	Nov. 2025	April 2026-2027	2027-2032	
2027-2028	2028-2029	Social Studies, K-12	Nov. 2026	April 2027-2028	2028-2033	

*Current contract extensions

**Contract will need extension for adjusted adoption schedule

Instructional Material Forms



[Instructional Materials Review Form](#)



[Request for Instructional Resource Review: Mandatory Supplemental Instructional Resource, Assignment or Book to Be Used for Class Instruction](#)



[Challenged Materials Form](#)



[Parent Request for Alternate Assignment](#)



[Parent Petition to Contest an Instructional Material Being Adopted](#)



[Textbook Inventory](#)



The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Lori Sandgren, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; (850)926-0065; lori.sandgren@wcsb.us.