



SCHOOL BOARD OF BREVARD COUNTY, FLORIDA
School Board Policy Executive Summary
 Form D

Policy Number:	2521
Title of Policy:	Instructional Materials Program
Cabinet Member:	K. Jane Cline
Purpose of Revisions:	The purpose of the proposed policy is to ensure compliance with HB 3 signed into Florida Law by Governor Ron DeSantis creating a statewide book distribution program.
Tentative Schedule:	<ul style="list-style-type: none"> • Cabinet – October 4, 2021 • Work Session – 10/19/21 • Rule Development Workshop – 11/16/21 • School Board Meeting Information – 11/16/21 • School Board Meeting Approval – 12/14/21 • Effective Date – Upon approval
Summary of Proposed Policy Revisions:	<ul style="list-style-type: none"> • The new policy details the duties, qualifications, and procedures of the reviewers in the role of selection of instruction materials. • The policy clarifies the process for confirming accuracy of instructional materials. • The policy details the bidding and purchase process for instructional materials. • The administrative procedures clarifies the district’s role in implementing the New Worlds Reading Initiative to comply with applicable Florida law. • Areas within the policy include the following: The role of the New Worlds Reading Initiative District Contact in building community awareness, identifying students, notifying parents, and coordinating book delivery. The proposed policy encompass the suggested language from NEOLA.
Specific Authority:	F.S. 119.071, F.S. 1001.215, F.S. 1002.22, F.S. 1003.41, F.S. 1003.485, F.S. 1006.28, F.S. 1006.28 through 1006.42, F.S. 1008.22, F.S. 1008.25(5) (a), F.S. 1008.25(5) (c), F.S. 1014.05, F.A.C. 6A-6.0302834 C.F.R. Part 300
Next Steps:	<ul style="list-style-type: none"> • Awareness for BPS employees regarding policy/administrative procedure and requirements within. • Training for New World Reading District Contact.

No
Current
Version
NEW POLICY

Neola Template



Book: Florida Policies for Update

Section: Vol. 22, No. 1, Sept. 2021

Title: REVISED POLICY - VOL. 22, NO. 2 - INSTRUCTIONAL MATERIALS PROGRAM

Number: po2521

REVISED POLICY - VOL. 22, NO. 1

2521 - INSTRUCTIONAL MATERIALS PROGRAM

The School Board shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school. Instructional materials used in the District shall be consistent with the District goals and objectives and the course descriptions established by the State Board of Education and the State standards provided for in F.S. 1003.41.

State law requires the Board to provide adequate instructional materials free of charge to students who are enrolled in the District.

"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 hard-backed or soft-backed textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serves as the basis for instruction for each student in the core courses of mathematics, language arts, social studies, science, reading, and literature.

Furthermore, Federal law requires the Board to provide accessible instructional materials as specified in a student's IEP. Such accessible instructional materials may be of a type or in a format as specified in the definition of adequate instructional materials in this policy.

The Board (), as part of a consortium of schools districts consisting of

_____, hereby establishes an instructional materials program that includes the review, recommendation, adoption, and purchase of instructional materials. The program shall be implemented in accordance with the terms of this policy and administrative procedures adopted in accordance herewith. The program shall comply with all applicable provisions of F.S. Chapter 1006, Part I, F. Instructional Materials for K-12 Public Education.

The Superintendent shall certify to the Florida Department of Education (FLDOE) by March 31st of each year 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 District shall be included in the certification.

Instructional Materials Program and Processes, Criteria and Requirements

Selection, Duties, and Qualifications of Reviewers, Review of Instructional Materials, Recommendations of Reviewers, and Selection of Instructional Materials by Reviewer

The Board may employ or contract with one (1) or more instructional materials reviewers, one (1) or more of whom must be a parent with a child in a District public school. The qualifications of the instructional materials reviewer shall be set forth in the Board-approved job description for the position, or, alternatively, in the contract for services.

The duties of an instructional materials reviewer are:

Procedures

To adhere to prescribed procedures for evaluating instructional materials submitted by publishers and manufacturers in each adoption.

Review, Recommendations, and Selection of Instructional Materials by Reviewer

Reviewers shall utilize the selection criteria set forth in State law, including F.S. 1006.34(2)(b) and recommend for adoption only those instructional materials aligned with State standards provided for in F.S.

1003.41.

Instructional materials recommended by each reviewer shall be, to the satisfaction of each reviewer, accurate, objective, balanced, noninflammatory, current, free of pornography and material prohibited under F.S. 847.12, and suited to student needs and their ability to comprehend the material presented. Reviewers shall consider for recommendation materials developed for academically talented students, such as students enrolled in advanced placement courses. When recommending instructional materials, each reviewer shall:

include only instructional materials that accurately portray the ethnic, socioeconomic, cultural, religious, physical, and racial diversity of our society, including men and women in professional, career, and executive roles and the role and contributions of the entrepreneur and labor in the total development of this State and the United States;

include only materials that accurately portray, whenever appropriate, humankind's place in ecological systems, including the necessity for the protection of our environment and conservation of our natural resources and the effects on the human system of the use of tobacco, alcohol, controlled substances, and other dangerous substances;

include materials that encourage thrift, fire prevention, and humane treatment of people and animals;

require, when appropriate to the comprehension of students, that materials for social science, history, or civics classes contain that Declaration of Independence and the Constitution of the United States;

A reviewer may not recommend any instructional materials that contain any matter reflecting unfairly upon persons because of their race, color, creed, national origin, ancestry, gender, religion, disability, socioeconomic status, or occupation.

In the selection of instructional materials, library media, and other reading material used in the public school system, the standards used to determine the propriety of the material shall include:

the age of the students who normally could be expected to have access to the material;

the educational purpose to be served by the material;

In considering instructional materials for classroom use, priority shall be given to the selection of materials which encompass the State and Board performance standards provided for in F.S. 1001.03(1) and which include the instructional objectives contained within the curriculum frameworks approved by rule of the State Board of Education.

the degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal instructional program;

the consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this State.

Any instructional material containing pornography or otherwise prohibited by F.S. 847.012 may not be used or made available within any public school.

After a thorough study of all data submitted on each instructional material, the reviewer shall submit an electronic report to the Superintendent for presentation to the Board. The report shall be in substantially the same format as the form used by the FLDOE. All instructional materials recommended by a reviewer shall be accompanied by a statement from the reviewer that the materials align with State standards pursuant to F.S. 1003.41 and the requirements of F.S. 1006.31.

Certification of the Accuracy of Instructional Materials

In addition to relying on statements of publishers or manufacturers of instructional materials, the reviewer may, with the approval, and subject to the direction of the Superintendent, conduct or cause to be conducted an independent investigation to determine the accuracy of State-adopted instructional materials.

When errors in Board-adopted materials are confirmed, the publisher of the materials shall provide to each district school board that has purchased the materials the corrections in a format approved by the department.

The Board may remove materials from the list of Board-adopted materials if it finds that the content is in error and the publisher refuses to correct the error when notified by the Board.

The Board may remove materials from the list of Board-adopted materials at the request of the publisher if, in its opinion, there is no material impact on the State's education goals.

Affidavit of Instructional Materials Reviewer

Before commencing his/her duties, a District instructional materials reviewer shall execute an affidavit which substantially includes the following requirements of F.S. 1006.30:

The reviewer will faithfully discharge the duties imposed upon him/her.

The reviewer has no interest in any publishing or manufacturing organization that produces or sells instructional materials.

The reviewer is in no way connected with the distribution of the instructional materials.

The reviewer does not have any direct or indirect pecuniary interest in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the public schools.

The reviewer will not accept any emolument or promise of future reward of any kind from any publisher or manufacturer of instructional materials or his/her agent or anyone interest in, or intending to bias his/her judgment in any way in, the selection of any materials to be adopted.

The reviewer understands that it is unlawful to discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, except during the period when the publisher or manufacturer is providing a presentation for the reviewer during his/her review of the instructional materials submitted for adoption.

Board Adoption of Instructional Materials

After receipt from the Superintendent of a reviewer's electronic report and recommendation, the Board shall publish a notice indicating the date, time, and location of an open public hearing to address the recommended instructional materials. The public shall have an opportunity to provide public comment at the public hearing.

Following the public hearing, the Board shall publish notice indicating the date, time, and location of an open public meeting to approve an annual instructional materials plan to identify any instructional materials that will be purchased through the Board instructional materials review process pursuant to this policy. This public meeting will be held on a different date than the public hearing.

Notice of the public hearing and public meeting identified herein shall specifically identify which instructional materials are being reviewed and the matter in which the instructional materials can be accessed for public review. The hearing must allow the parent of a District student or a resident of the county to proffer evidence that a recommended instructional material does not meet the criteria provided in F.S. 1006.31(2), taking into consideration course expectations based on the District's comprehensive plan for student progression under F.S. 1008.25(2) and course descriptions in the course code directory.

For purposes of this policy, "resident" means a resident of the county who has maintained his/her residence in Florida for the preceding year, has purchased a home that is occupied by him/her as his/her residence, or has established a domicile in Florida pursuant to F.S. 222.17.

At least twenty (20) calendar days before the Board hearing and public meeting, the Board shall make available online to the public through the District's website all student editions of the recommended instructional materials. In making these materials available, District staff shall implement reasonable safeguards against the unauthorized use, reproduction, and distribution of instructional materials considered for adoption.

Purchase of Instructional Materials, Including Advertising and Bidding

Beginning on or before May 15th of any year in which an instructional materials adoption is to be initiated, the District shall advertise in a local newspaper of general circulation (the Florida Administrative Register) four (4) weeks preceding the date on which the bids shall be received, that at a certain designated time, not later than June 15th, sealed bids or proposals to be deposited with the District will be received from publishers or manufacturers for the furnishing of instructional materials proposed to be adopted as listed in the advertisement beginning April 1st following the adoption.

The advertisement shall state that each bidder shall furnish electronic sample copies of all instructional

materials submitted, at a time designated by the District, which copies shall be identical with the copies approved and accepted by State instructional materials reviewers, and with the copies furnished to the District and Superintendent.

The advertisement shall state that a contract covering the adoption of the instructional materials shall be for a definite term.

The advertisement shall fix the time within which the required contract must be executed and shall state that the Department reserves the right to reject any or all bids.

The advertisement shall give information regarding digital specifications that have been adopted by the Board, including minimum format requirements that will enable electronic and digital content to be accessed through the District's local instructional improvement system and a variety of mobile, electronic, and digital devices. Beginning with specifications released in 2014, the digital specifications shall include requiring the capability for searching by State standards and site and student-level licensing. Such digital format specifications shall be appropriate for the interoperability of the content. The Board will not adopt specifications that require the instructional materials to include specific references to State mandated testing and Next Generation Sunshine State Standards and benchmarks at the point of student use.

The bids submitted shall be for furnishing the designated materials in accordance with specifications of the District. 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.

Each publisher or manufacturer of instructional materials who submits a bid under this part is required to deposit with the District such sum of money or certified check as may be determined by the District, the amount to be not less than \$500 and not more than \$2,500, according to the number of instructional materials covered by the bid, which deposit shall be forfeited to the Board and placed in the (General Revenue Fund) General Fund if the bidder making the deposit fails or refuses to execute the contract and bond within thirty (30) days after receipt of the contract in case his/her bid or proposal is accepted. The District shall, upon determining that the deposit is correct and proper, deposit the funds in an interest bearing trust account and issue his/her official receipt.

Sample copies of all instructional materials that have been made the bases of contracts under this policy shall

upon request for the purpose of public inspection, be made available by the publisher to the Department of Education and the Superintendent from the state list upon request for the purpose of public inspection.

Any materials purchased shall be free of pornography and material prohibited under F.S. 847.12, suited to student needs and their ability to comprehend the material presented, and appropriate for the grade level and age group for which the materials are used or made available.

The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District.

Review Cycle for Instructional Materials by Subject Area

By April 15th of each school year, the instructional material reviewer shall review all instructional materials and evaluate the content for alignment with applicable State Standards. The reviewer shall review the materials for the level of instructional support and the accuracy and appropriateness of progression of introduced content. Instructional materials shall be made electronically available to the reviewer. The reviewer shall rate the material on the instructional usability of the resources.

Compliance with F.S. 1006.32, Relating to Prohibited Acts

In accordance with State law, this policy strictly prohibits any individual or the Board from engaging in any of the prohibited acts set forth in F.S. 1006.32.

Parental Notification of Access to Student's Instructional Materials and Access to Materials and Books in District Libraries

The District shall notify parents through the District's website and in writing annually of their ability to access their children's instructional materials through the District's local instructional improvement system. The notification shall encourage parents to access the local instructional improvement system.

Upon written request, an individual will be provided access to material or books specified in the written request that are maintained in a District library if such material or books are available for review. The school principal

shall arrange for a convenient time to provide such access.

Maximization of Student Use of District-approved Instructional Materials

In order to maximize student use of authorized instructional materials, the Board shall:

purchase current instructional materials to provide each student with a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature for kindergarten through grade 12;

by the 2015-2016 fiscal year, use at least fifty percent (50%) of the annual allocation for the purchase of digital or electronic instructional materials included on the State-adopted list, except as otherwise authorized by law or rules of the State Board of Education;

use up to 100% of that portion of the annual allocation designated for the purchase of instructional materials for kindergarten, and up to seventy-five percent (75%) of that portion of the annual allocation designated for the purchase of instructional materials for first grade, to purchase materials not on the State-adopted list, which shall be used for the purchase of instructional materials or other items having intellectual content which assist in the instruction of a subject or course.

These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, replacements for items which were part of previously purchased instructional materials, consumables, learning laboratories, manipulatives, electronic media, computer courseware or software, and other commonly accepted instructional tools.

The Superintendent shall implement procedures that will assure the maximum use by the students of the authorized instructional materials.

Required Curriculum

Nothing in this policy shall limit or remove the responsibility of the Board to include in its curriculum the required instruction specified in State law including, but not limited to, the following:

The history of the United States; the history of the Holocaust.

The history of African Americans.

The study of Hispanic contributions to the United States.

The study of women's contributions to the United States.

The nature and importance of free enterprise to the United States economy.

The elementary principles of agriculture; and kindness to animals.

Publisher and Manufacturer Duties, Responsibilities, and Requirements

In accordance with State law, all publishers and manufacturers of instructional materials, and their representatives, must comply with the requirements of F.S. 1006.38. These requirements include, but are not limited to, the following:

Electronically deliver fully developed sample copies of all instructional materials upon which bids are based to the department pursuant to procedures adopted by the State Board of Education.

Submit, at a time designated in F.S. 1006.33, the following information:

Detailed specifications of the physical characteristics of the instructional materials, including any software or technological tools required for use by the District, school, teachers, or students. The publisher or manufacturer shall comply with these specifications if the instructional materials are adopted and purchased in completed form.

Evidence that the publisher or manufacturer has provided materials that address the performance standards provided for in F.S. 1001.03(1) and that can be accessed through the District's digital classrooms plan and a variety of electronic, digital, and mobile devices.

Evidence that the instructional materials include specific reference to Statewide standards in the teacher's manual and incorporate such standards into chapter tests or the assessments.

Make available for purchase by the Board any diagnostic, criterion-referenced, or other tests that they may

develop.

Furnish the instructional materials offered by them at a price in the State which, including all costs of electronic transmission, may not exceed the lowest price at which they offer such instructional materials for adoption or sale to any state or school district in the United States.

Reduce automatically the price of the instructional materials to the Board to the extent that reductions are made elsewhere in the United States.

Provide any instructional materials free of charge in the State to the same extent as they are provided free of charge to any state or school district in the United States.

Guarantee that all copies of any instructional materials sold in this State will be at least equal in quality to the copies of such instructional materials that are sold elsewhere in the United States and will be kept revised, free from all errors, and up-to-date as may be required by the department.

Agree that any supplementary material developed at the District or State level does not violate the author's or publisher's copyright, provided such material is developed in accordance with the doctrine of fair use.

Not in any way, directly or indirectly, become associated or connected with any combination in restraint of trade in instructional materials, nor enter into any understanding, agreement, or combination to control prices or restrict competition in the sale of instructional materials for use in the State.

Maintain or contract with a depository in the State.

For the core subject areas specified in F.S. 1006.40(2), maintain in the depository for the first three (3) years of the contract an inventory of instructional materials sufficient to receive and fill orders.

For the core subject areas specified in F.S. 1006.40(2), ensure the availability of an inventory sufficient to receive and fill orders for instructional materials for growth, including the opening of a new school, and replacement during the 3rd and subsequent years of the original contract period.

Accurately and fully disclose only the names of those persons who actually authored the instructional materials.

Grant, without prior written request, for any copyright held by the publisher or its agencies automatic permission to the Board for the reproduction of instructional materials and supplementary materials in Braille, large print, or other appropriate format for use by visually impaired students or other students with disabilities that would benefit from use of the materials.

Assessment and Collection of Fees

The Board () **shall** () **shall not** 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 District'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 District'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 F.S. 112.061 for actual service in meetings.

Instructional materials that have been reviewed by the District instructional materials reviewers and approved must have been determined to align with all applicable State standards pursuant to F.S. 1003.41 and the requirements in F.S. 1006.31. The Superintendent shall annually certify to the FLDOE that all instructional materials for core courses used by the District are aligned with all applicable State standards.

A list of all approved instructional materials shall be maintained by the Superintendent and made available for the use of the instructional staff.

Fees Charged to Parents

A student or his/her parent(s) may purchase a copy of the designated course instructional materials, regardless of format, for the District's purchase price, including shipping, () **plus ten percent (10%)**.

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

Free School-Related Instructional Materials

Free instructional materials may be accepted for classroom and school purposes under conditions that meet all the following criteria:

Educational films should contain a minimum amount of commercial advertising.

The advertising feature of the materials should be minimized.

The materials should fill a legitimate purpose of the school curriculum.

The initiative for securing the materials should be of the type that teachers seek rather than materials forwarded to them to promote the interests of an outside agency.

Equipment or Instructional Materials Vendors

The principal may permit vendors to demonstrate and show only that equipment and instructional materials which can be used to improve the instructional program and which are under consideration for purchase by the school.

Public Inspection of Sample Copies of Instructional Materials

In addition to the requirements for public inspection of sample copies of instructional materials required by this policy, the Board shall make available for public inspection sample copies of all instructional materials that have been purchased by the Board. Members of the public seeking to inspect these materials shall contact

_____.

Process for Parents and Residents to Contest Adoption of Instructional Materials

The following individuals may file an objection to the adoption of a specific instructional material:

parents of students in the District; and

residents of the county.

For purposes of this policy, "resident" means a resident of the county who has maintained his/her residence in Florida for the preceding year, has purchased a home that is occupied by him/her as his/her residence, or has established a domicile in Florida pursuant to F.S. 222.17.

Filing a Petition

A parent or resident must file a petition with the Board within thirty (30) calendar days after the Board's adoption of specific instructional material, on a form provided by the Board. The petition form shall be publicly available by visiting any school in person or by accessing the link on the Board's website. The petition must be signed by the parent or resident, include the required contact information, and state the objection to the instructional material based on the criteria set forth in F.S. 1006.31(2) or 1006.40(3)(d).

Timeframe for Hearing

When the thirty (30) calendar day period following Board adoption of the instructional material in question has expired, the Board will conduct at least one (1) open public hearing before an unbiased and qualified hearing officer for all timely petitions received.

Hearing Officers

Hearing officers are not employees or agents of the District with the exception of any agreement entered into for purposes of conducting the hearings set forth herein. Hearing officers shall be selected annually by the Board from a list of candidates provided by the Superintendent.

[DRAFTING NOTE - F.S. 1006.28 mandates that the hearing provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing

officer. Importantly, however, F.S. 1006.28 is relatively silent as to how the hearing must be conducted or what is meant by "an adequate and fair opportunity to be heard and present evidence." In the "Procedures for Hearings" section that follows this drafting note, we have proposed procedures that we believe meet the intent of F.S. 1006.28. If the Board does not desire to adopt Neola's proposed Procedures for Hearings, we strongly encourage you to consult with Board legal counsel to develop hearing procedures that comply with the intent and requirements of F.S. 1006.28.]

Procedures for Hearings

Petitioners will have an adequate and fair opportunity to be heard and present evidence to the hearing officer. Hearings shall be conducted as follows:

The petitioner may make an opening statement.

The District's representative may make an opening statement.

The petitioner may present evidence (including documents and testimony from witnesses) that instructional material does not meet the criteria of F.S. 1006.31(2) or 1006.40(3)(d) if it was selected for use in a course or otherwise made available to students in the School District but was not subject to the public notice, review, comment, and hearing procedures under F.S. 1006.283(2)(b)8., 9., and 11.

The District representative may present evidence (including documents and testimony from witnesses) that the instructional material does meet the criteria of F.S. 1006.31(2) or 1006.40(3)(d) if it was selected for use in a course or otherwise made available to students in the School District but was not subject to the public notice, review, comment, and hearing procedures under F.S. 1006.283(2)(b)8., 9., and 11.

The petitioner may make a closing statement.

The District representative may make a closing statement.

Within fourteen (14) days of the date of the hearing, the hearing officer shall submit a recommended order to the Board. The Board shall consider the recommended order and enter a final order at a publicly noticed Board meeting. If the petitioner proves that instructional material does not meet the criteria required under F.S. 1006.28, or contains prohibited material under that statute, it shall be removed in accordance with Florida law.

The Board's decision is final and not subject to further petition or review.

Hearings under this policy are not subject to the provisions of F.S. Chapter 120.

Parent Objection to Instructional Material Used in Classrooms

Parents may object to the use by their child of a specific instructional material in the classroom as set forth in Florida law. Parents should make any such objection in writing to the principal, at least ten (10) days before the intended use of the material, identifying the specific instructional material and stating the basis for the objection. The principal will review the parent objection and may meet with the teacher or parents, or both, in an attempt to resolve the objection, which may include using an alternative instructional material for the child. If the objection is not resolved to the parents' satisfaction, the principal shall refer the matter to the appropriate District-level curriculum supervisor. The decision of the District-level curriculum supervisor shall be final.

New Worlds Reading Initiative

The New Worlds Reading Initiative, created by the Florida Department of Education, provides high-quality, free books directly to K-5 students who score below a level 3 in the preceding year's Statewide English Language Arts Assessment (ELA) or having a substantial reading deficiency. The School District must notify parents of eligible students in writing and provide them with the application form, which must allow for the selection of specific book topics or genres for the student. The District must coordinate monthly book deliveries with the program administrator beginning no later than October and continuing through at least June. However, for the 2021-2022 school year only, the delivery may begin no later than December 31, 2021. The District must participate in the initiative by partnering with local nonprofit organizations and raising awareness by using marketing materials provided by the program administrator. A student's eligibility for the initiative continues until promotion to grade 6 or until the parent opts out of the initiative.

The District shall coordinate with each charter school it sponsors for the purposes of identifying eligible students, notifying parents, coordinating book deliveries, providing the opportunity to annually select book topics and genres, and raising awareness of the initiative.

The Statewide ELA is not the sole determiner of promotion. Additional evaluations, portfolio reviews, and

assessments are available to the child to assist parents and schools in identifying the reading level of the student. A parent of a student in grade 3 who is identified anytime during the year as being at risk of retention may request that the school begin collecting evidence for a portfolio.

~~Superintendent's Adoption of Procedures~~

~~The Superintendent shall develop administrative procedures for the implementation of the Instructional Materials Program and this policy.~~

F.S. 119.071

F.S. 1001.215

F.S. 1002.22

F.S. 1003.41

F.S. 1003.485

F.S. 1006.28

F.S. 1006.28 through 1006.42

F.S. 1008.22

F.S. 1008.25(5) (a)

F.S. 1008.25(5) (c)

F.S. 1014.05

F.A.C. 6A-6.03028

34 C.F.R. Part 300

© Neola 2021

Legal References

F.S. 119.071

F.S. 1001.215

F.S. 1002.22

F.S. 1003.41

F.S. 1003.485

F.S. 1006.28

F.S. 1006.28 through 1006.42

F.S. 1008.22

F.S. 1008.25(5) (a)

F.S. 1008.25(5) (c)

F.S. 1014.05

F.A.C. 6A-6.03028

34 C.F.R. Part 300

**Redline
Draft**

None

New Policy

**Clean
Version**

**Proposed
Administrative
Procedures**



SCHOOL BOARD OF BREVARD COUNTY, FLORIDA
Administrative Procedures and Forms Proposed Changes
 Form C

Date: Choose One: Administrative Procedures Form
Choose Proposed Changes: Adopt Amend Repeal

Related Policy Number:

Related Policy Title:

Administrative Procedure Number:

Administrative Procedure Title:

Form Number:

Form Title:

Justification (Purpose) and Effect of Proposed Action:

Summary of Proposed Administrative Procedure and/or Form:

Statute or Law Implemented, Interpreted, or Made Specific:

Preparer Name/Title/Department:	Phone #:
--	-----------------

Cabinet Member's Name:	
Approval Signature:	Date:

Policy Coordinator's Name: Paul Gibbs, General Counsel	
Approval Signature:	Date:

Superintendent's Name: Dr. Mark W. Mullins, Superintendent	
Approval Signature:	Date:

Appropriate Cabinet member or designee will submit all policy administrative procedures/forms changes to the School Board Policy Coordinator, Paul Gibbs, General Counsel, who will present proposed changes to the Superintendent for final approval.

When submitting this form for proposed changes to the Superintendent, please include the following four (4) items:

1. Current Administrative Procedure and/or Form
2. Track Changes (redline draft)
3. Clean "New" Proposed Administrative Procedure and/or Form
4. NEOLA Administrative Procedure/Form Template (if available)

Office of Legal Services ONLY
Superintendent's Approval: _____
Upload to NEOLA: _____
Web Update Completed: _____
Leadership Team Memo Date: _____

Return this form with required documents to the School Board Policy Coordinator, Paul Gibbs, General Counsel

**Administrative
Procedure
"NEOLA"**



Book: Florida Procedures for Update

Section: Vol. 22, No. 1, Sept. 2021

Title: NEW PROCEDURE - VOL. 22, NO. 1 - NEW WORLDS READING INITIATIVE

Number: ap2521

NEW PROCEDURE - VOL. 22, NO. 1

2521 - NEW WORLDS READING INITIATIVE

The following procedures are for the implementation of the New Worlds Reading Initiative:

At the beginning of each school year, the District will provide options for specific book topics or genres to maximize student interest in reading.

The _____ is responsible for coordinating with local nonprofit organizations to raise awareness of the initiative using marketing materials developed by the program administrator, coordinate book delivery, identify students, and notify parents.

Coordination with local nonprofit organizations shall include, at a minimum, information regarding eligibility for the initiative and video training modules through, at least, the following:

partnering with the _____ County library to host awareness events, which should coincide with other initiatives such as library card drives, family library nights, summer access events, and other family engagement programming.

a parent or curriculum night or separate initiative awareness event at each elementary school; and,

the student handbook and the read-at-home plan under F.S. 1008.25(5)(c);

A student in kindergarten through grade 5 must be provided books through the initiative if the student has a

substantial reading deficiency (F.S. 1008.25) or scored below a Level 3 on the preceding year's statewide, standardized English Language Arts Assessment.

The [] principal [] _____ of each school shall notify the parent of a student who meets the criteria that the student is eligible to receive books at no cost through the New Worlds Reading Initiative. Each such parent should also be provided with the appropriate application form that allows for the selection of specific book topics or genres.

The _____ shall coordinate with the initiative administrator to begin book delivery on a monthly basis during the school year no later than October and continuing through at least June. **[DRAFTING NOTE: For the 2021-2022 school year only delivery may begin no later than December 31, 2021, provided that no fewer than nine (9) books are delivered to each student before book deliveries begin for the 2022-2023 school year.]**

A student's eligibility for the initiative continues until promotion to grade 6 or until the parent opts out of the initiative.

The _____ is responsible for coordinating with each charter school sponsored by the Board for purposes of identifying eligible students, notifying parents, coordinating book delivery, providing the opportunity to annually select book topics and genres, and raising awareness of the initiative as set forth in F.S. 1003.485.

© Neola 2021

**Administrative
Procedure
"Clean"**

NEW WORLDS READING INITIATIVE

2521 – NEW WORLDS READING INITIATIVE

The following procedures are for the implementation of the New Worlds Reading Initiative:

- A. At the beginning of each school year, the district will provide options for specific book topics or genres to maximize student interest in reading.
- B. The New World's Reading Initiative District Contact is responsible for coordinating with local nonprofit organizations to raise awareness of the initiative using marketing materials developed by the program administrator, coordinate book delivery, identify students, and notify parents.

Coordination with local nonprofit organizations shall include, at a minimum, information regarding eligibility for the initiative and video training modules through, at least, the following:

- 1. Partnering with Brevard Public Libraries to host awareness events, which should coincide with other initiatives such as library card drives, family library nights, summer access events, and other family engagement programming.
 - 2. A parent or curriculum night or separate initiative awareness event at each elementary school; and,
 - 3. The student handbook and the read-at-home plan under F.S. 1008.25(5)(c).
- C. A student in kindergarten through grade 5 must be provided books through the initiative if the student has a substantial reading deficiency (F.S 1008.25) or scored below a 3 on the preceding year's statewide, standardized English Language Arts Assessment.
 - 1. The principal of each elementary school shall notify the parent of a student who meets the criteria that the student is eligible to receive books at no cost through the New Worlds Reading Initiative. Each such parent should also be provided with the appropriate application form that allows for the selection of specific book topics or genres.
 - 2. The New World's Reading Initiative District Contact shall coordinate with the initiative administrator to begin book delivery monthly during the school year no later than October and continuing through at least June. **[For the 2021-2022 school year only, delivery may begin no later than December 31, 2021, provided that no fewer than nine (9) books are delivered to each student before book deliveries begin for the 2022 – 2023 school year.]**
 - 3. A student's eligibility for the initiative continues until promotion to grade 6 or until the parent opts out of the initiative.
- D. The New Worlds Reading Initiative District Contact is responsible for coordinating with each charter school sponsored by the Board for purposes of identifying eligible students,

notifying parents, coordinating book delivery, providing the opportunity to annually select book topics and genres, and raising awareness of the initiative as set forth in F.S. 1003.485.

Adopted: _____

© NEOLA 2021