



Seminole County Public Schools, Florida Guidelines for District Wide Purchasing of Instructional Materials in Core Subjects

Class Sets

The district provides instructional materials per student in core subject areas courses in which there is a district adoption. Core subject areas are defined in Florida statute as math, science, social studies, reading/language arts. In addition to student materials in courses of core subject areas, publishers sometimes provide an additional ratio of those same instructional materials as class sets. **Class sets are not provided as a class set for every teacher in every course, but rather in a ratio (if provided by a publisher, per state contract), of student materials purchased for each school. If a school decides that class sets not provided through a district adoption are needed, this would be a school decision and purchase.**

Teacher Materials and Support Teachers

Due to limited instructional materials funding, the district provides a set of print teacher materials for each regular classroom teacher, with a full student load, for a course in a core district-adopted subject area. If sample sets are sent to a school during an adoption process, any materials not required to be returned to a publisher should remain intact and be provided as additional resources for support teachers. If further teacher materials are still needed, it is the responsibility of the school and/or those departments to provide them. The school and departments would determine the needs and funding source for any additional sets of teacher materials necessary for these support teachers.

Teacher Assignments

Schools are asked to take into account the cost of teacher materials when setting up teaching assignments. When the request for regular classroom teacher materials appears excessive, the school may be asked to provide additional teacher materials that are over and above the district ratios of teacher materials provided to other schools. The district maintains a record of the number of sets of teacher materials provided for each course in the core subject areas and provides sets for additional teachers that are hired in a school during the initial adoption year. Replacement of teacher materials that have been lost or misplaced at the school (even if a teacher has transferred to another school and inadvertently taken materials to the new school) is a school responsibility.

Replacement of Lost/Damaged/Growth Materials

The district supplies instructional materials for the first year of a core district adoption only. In addition, each school is provided instructional material flex funds to be used for replacement of lost/damaged/growth materials from prior adoptions, or purchase of other school selected non-core, non-district adopted materials.

Schools are accountable through inventory records for any lost/damaged materials and each school submits a report on the amount of lost/damaged instructional materials yearly, **as required by State Statute**. The district requests that every school be diligent in tracking materials sent to them and in looking at surplus materials already in the school to meet immediate lost/damaged replacement needs.

Requests for Instructional Materials

The district must verify school requests for additional materials by comparing these requests to Skyward enrollment figures and district records of previously sent materials. If district records show that a sufficient number of materials have already been sent to the school for the enrollment in the course in question, then additional materials cannot be sent, and it will be the responsibility of the school to locate the materials already sent to the school. If a school cannot locate materials already sent and acknowledged as received by school personnel signature, then it will be a school responsibility to purchase them.

Out of Adoption/Surplus materials

Instructional materials off adoption, per district policy, can be kept by teachers as extra resources, provided to students, or donated. If there are materials remaining, the district arranges pickups of out of adoption materials by an outside vendor, typically in the early summer and late fall. School Textbook managers are responsible for responding to the district regarding removals of out of adoption materials, and teachers should communicate any needs with their textbook manager.

Curriculum Changes and Addition of New Courses

Curriculum changes and new courses at schools must follow the state/district adoption cycle and need to be made at the time of the new adoption for the subject being adopted. The purchase of materials needed for students and teachers because of school curriculum changes and new courses being added in the off years of a district adoption cycle are the responsibility of the school.

Although materials for growth and curriculum changes are a school responsibility, the district may still have some district adopted materials in stock. The school textbook manager should first contact the Coordinator of Instructional Projects to inquire if there is any available district adopted instructional materials in stock before ordering.