

INSTRUCTIONAL MATERIALS

Instructional Materials Allocation

The amount of funds for instructional materials, a categorical program, increased over the previous year. Dual Enrollment, Library Media, Freight Charges, Science Lab Materials, Contingency, New Schools, and New Grade Configurations are funded from the state instructional materials allocation.

I. INSTRUCTIONAL MATERIALS FUND

- A. Instructional Materials, the major tools of instruction, as defined in Section 1006.29 (04), Florida Statutes, include the following: hardback and softbacked textbooks, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software. The term does not include electronic or computer hardware even if such hardware is bundled with software or other electronic media.

- B. Distribution Procedures/Time Lines
 - 1. Staff shall calculate each school's entitlement for the major adoptions. Adequate monies will be placed at each location to purchase materials for each student. Schools will additionally receive an allocation of optional instructional materials funds each year. The school's instructional materials funds are to be used first for the newly-adopted core materials and then for individual school needs.
 - 2. Funds for major adoptions will be allocated at a maximum of one book per student per subject.
 - 3. Schools will receive ninety percent (90%) of their allocation in Program 8560 in July with the balance in November (based on a school's October FTE and adjusted rates). The District has withheld 18.90% of the instructional materials budget to be used for Dual Enrollment, Library Media, Freight Charges, Science Lab Materials, Charter Schools, Assessment Items, Contingency, Comprehensive Reading Plan, New Schools and New Grade Configurations.
 - 4. School will be informed of their estimated July instructional materials allocation in March.
 - 5. Each school shall involve classroom teachers, other school site staff, and representatives of the school advisory committee in determining how the school's optional instructional materials funds can best be used to meet the needs, interests, and abilities of the students in the classroom.

Instructional Materials Allocation (continued)

C. District Distribution

The district allocation is distributed as follows:

	<u>PERCENTAGE</u>
Science Lab Materials	1.64
New Schools and New Grade Configurations	3.40
Contingency	4.00
Library Media Programs	5.98
Comprehensive Reading Plan	1.24
Freight Charges	0.50
Dual Enrollment	0.43
Charter Schools	1.71
Distribution to Schools	72.02

II. INSTRUCTIONAL MATERIALS DISTRICT SUPPORT POLICIES

A. Newly Constructed School's Instructional Materials Allocation

1. Instructional materials will be funded from the district's instructional materials budget.
2. The ACCESS Center Assistant Superintendent and appropriate district office personnel will review the request for instructional materials for newly constructed schools.

B. Change in School Grade Configuration

1. Instructional materials for schools which experience an addition of a grade level, i.e., sixth grade added to a middle school or ninth grade added to a senior high school, will be funded from the district's instructional materials budget.
2. The ACCESS Center Assistant Superintendent and appropriate district office personnel will review the budgetary needs of each school which experiences a grade configuration change.

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

REVISED 8/1/01