

6A-7.0715 Certifications and Plans for Instructional Materials and Library Media.

(1) Purpose. The purpose of this rule is to set forth the certifications and plans that must be filed by school district superintendents with the Florida Department of Education relating to instructional and library materials.

(2) Definitions. In this rule, the following definitions apply:

(a) “Core courses” means core-curricula courses as defined in section (s.) 1003.01(14), Florida Statutes (F.S.), and any course covering a subject area for which instructional materials have been adopted by the Department;

(b) “Department” means the Department of Education;

(c) “Instructional materials” means the definition set forth in s. 1006.29(2), F.S.;

(d) “Librarians” means school district employees who meet the definition set forth in s. 1012.01(2)(c), F.S.;

(e) “Library Media Center” means any collection of books, ebooks, periodicals, and videos maintained and accessible to students on the site of a school, including classrooms;

(f) “Media specialist” means school district employee who meets the definition set forth in s. 1012.01(2)(c), F.S.;

(g) “State academic standards” means the standards set forth in s. 1003.41, F.S., and Rule 6A-1.09401, F.A.C.;

(h) “Superintendent” means the president of the Florida Virtual School under s. 1002.37, F.S., the president of the Florida School for the Deaf and the Blind under s. 1002.36, F.S., the directors of developmental research (laboratory) schools under s. 1002.32, F.S., and school district superintendents under s. 1001.46, F.S.;

(3) School District Annual Requisition Plan for Instructional Materials under s. 1006.28(3)(b), F.S.

(a) Each superintendent must provide notice of the instructional materials the school district intends to requisition for use in the following school year. This notice must include the following:

1. Core courses offered by the school district in kindergarten through grade 12;

2. The instructional materials the school district intends to requisition by International Standard Book Number, publisher, and course; and

3. A school district plan for the use of instructional materials.

(b) This information must be submitted electronically to <https://districts.flimadoption.org>.

(c) The notice is due annually by April 1.

(4) Certification Requirements for School District Instructional Materials Programs under s. 1006.283(1) and (4), F.S.

(a) Where a school district implements its own instructional materials program under the provisions of s. 1006.283, F.S., a superintendent must certify annually on the form entitled “Certification of Alignment and Adoption of Instructional Materials” (Form IM-A), the following:

1. Instructional materials used by the school district in core courses are aligned with state academic standards, as set forth in s. 1003.41, F.S., and Rule 6A-1.09401, F.A.C.; and

2. The school district’s process for the review, selection and adoption of instructional materials complies with hearing requirements established by a district school board and the public meeting requirements set forth in s. 1006.283(2)(b)8., F.S.

(b) This certification must be submitted electronically to <https://districts.flimadoption.org>.

(c) The certification is due annually by March 31.

(5) Certification Requirements for Release of Funds for Instructional Materials under s. 1011.67(2), F.S.

(a) Each superintendent must certify on the form entitled “Certification of Implementation of Instructional and Library Media Materials” (Form IM-B), the following:

1. The school board has approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials and includes a process for verifying completion of the training;

2. Instructional materials are being implemented as designed;

3. All instructional materials for core courses used in the school district are aligned to applicable state academic standards;

4. Core reading materials and reading intervention materials used in kindergarten through grade 5 meet the requirements of s. 1001.215(8), F.S.; and

5. Any material objected to by a parent or resident of the county where the school district is located during the preceding school year, under the provisions of s. 1006.28, F.S., has been identified, along with the reason for the objection and the grade and courses for which the material was removed or discontinued, in accordance with the requirements of Rule 6A-7.0714, F.A.C.

(b) This certification must be submitted electronically to <https://districts.flimadoption.org>.

(c) The certification is due annually by July 1.

(6) Selection, Training and Certification Requirements Regarding School District Library Materials under ss. 1006.28(2)(d) and 1006.29(6), F.S.

(a) Media Specialist. Materials maintained in a school district library media center that are accessible to students or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds an Educational Media Specialist Certificate, as described in Rule 6A-4.0251, F.A.C.

(b) Training Requirements. School librarians, educational media specialists and other persons employed by a school district who are involved in the selection of school district library materials must complete the online training, entitled Library Media Training, before selecting library materials. This training must be completed annually and can be accessed at <https://www.fldoe.org/academics/standards/instructional-materials/>.

(c) Certification of Training. In accordance with s. 1006.29(6), F.S., each superintendent must certify that school librarians and media specialists who are employed by the school district and who are involved in the selection of library media materials for students, have completed the Library Media Training incorporated in this rule.

1. This certification must be made on the form entitled “Certification of Library Media Training” (Form IM-C) and include the number of those who completed the training by job code.

2. This certification must be submitted electronically to <https://districts.flimadoption.org>.

3. The certification is due annually by July 1.

(7) Documents Incorporated by Reference. The following documents are incorporated by reference and may be obtained at <https://www.fldoe.org/academics/standards/instructional-materials/>.

(a) Certification of Alignment and Adoption of Instructional Materials, Form IM-A, (DOS Link) effective February 2023, due annually on or before March 31.

(b) Certification of Implementation of Instructional and Library Media Materials, Form IM-B, (DOS Link) effective February 2023, due annually on or before July 1.

(c) Certification of Library Media Training, Form IM-C, (DOS Link) effective February 2023, due annually on or before July 1.

(d) Library Media Training, (DOS Link) effective February 2023.

Rulemaking Authority 1001.02(1), (2)(n), 1006.28 FS. Law Implemented 1006.28(3), (6), 1006.283(1), (4),

1006.29(6), 1011.67(2) FS. History-New