

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

Notification to Publishers or Manufacturers of Instructional Materials

The following standards govern district instructional materials adoptions in Palm Beach District Schools:

1. Publishers or manufacturers of instructional materials who have submitted, or plan to submit within 18 months, instructional materials within a specific content area for consideration in the adoption process in the State of Florida or Palm Beach District Schools, **may not:**
 - a. directly contact any teacher(s), including department heads, in regard to their materials until after the School District of Palm Beach County makes its own official district adoption. (NOTE: The adoption becomes official only after it has been voted on by The School Board of Palm Beach County, Florida.);
 - b. host dinners, retreats or parties of any kind for any teacher(s) or administrator(s) in Palm Beach District Schools to showcase their materials being considered for adoption, other than showcases that are required by the District and scheduled to take place on School District property with the option of refreshments being arranged through the Palm Beach District Schools Food Service Department, and limited to a cost of no more than \$5.00 per person;
 - c. offer gifts, gift certificates or other enticements (such as "freebies") to any teacher(s) or administrator(s) (or their schools) who attend an event such as is described in **b.** above.

(The provisions in section 1 a., b., and c. would not prohibit teachers or administrators from participating in meetings of professional organizations where vendors may be a sponsor.)

2. All communication with schools, whether written or oral, regarding an adoption in Palm Beach District Schools must be handled through the Assistant Superintendent for Curriculum, or designee.
3. Blanket sampling of schools prior to district adoption of materials is prohibited. Arrangements for distribution to schools of evaluation copies of materials recommended for teacher review and voting must be handled through the Assistant Superintendent for Curriculum and Learning Support or designee.
4. Pilot programs of materials being considered for adoption during or outside the 18 months prior to their official adoption date of April 1st of the adoption year, are prohibited unless written authority is given by the Superintendent of Schools.
5. No member of the Palm Beach School District Instructional Materials Adoption Committees may 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 committee shall have been called into session for the purpose of evaluating instructional materials submitted for adoption OR in a public presentation showcasing the materials as described in number 1.b. above. Such discussions shall be limited to official meetings of the committee or in a public presentation (on Palm Beach District Schools' property) showcasing the materials as described in number 1.b. above.
6. During the process of selection of any instructional materials, teachers and administrators in the district should be governed by the applicable law concerning ethics including, "Code of Ethics for Public Employees - Instructional Materials."

No further notification will be sent to publishers; however, any agent of a publisher or manufacturer of instructional materials found in violation of these rules for the adoption process in Palm Beach District Schools may have their materials immediately disqualified from further consideration, absent extenuating circumstances.