



Floyd C. Smith
Director of Middle Schools

6032 Highway 90 Milton, FL 32570
Phone: 850/983-5060
Facsimile: 850/983-5067
E-mail: smithfc@santarosa.k12.fl.us

MEMO

To: Dr. Karen A. Barber, Superintendent
School Board Members

From: Floyd Smith
Director of Middle Schools

Date: October 5, 2022

Re: Updated Instructional Materials Policies and Procedures Handbook
October 13, 2022 Board Meeting

Please find attached the Instructional Materials Policies and Procedures Handbook with proposed revisions as well as the proposed final document. This handbook incorporates the policies and procedures for all stages of Instructional Materials in our school system from adoption to disposal as well as professional development.

Thank you in advance for your attention and consideration in approving this updated handbook.

"To love, educate, and prepare all students for graduation and a successful future"