

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SELECTION, AND MANAGEMENT, AND PURCHASE OF INSTRUCTIONAL MATERIALS AND SOFTWARE/SERVICES

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It is the constitutional duty and responsibility of the Santa Rosa County School Board to adopt and provide adequate instructional materials to all students of the District, whether the materials are selected from Florida Department of Education (FDOE) approved materials list or through a local selection program.

- I. Adoption of Instructional Materials. The following procedures for the adoption of instructional materials apply only to those instructional materials that serve as the major content tool and basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature:
 - A. Public access to recommended materials will be provided 20 days before consideration by the School Board.
 - B. Public notice of the materials being considered for adoption shall specifically list the materials and how they can be accessed.
 - C. The School Board shall conduct an open noticed public hearing to receive comment on recommended materials prior to adoption.
 - D. The School Board shall conduct an open noticed public meeting, on a date other than the date of the public hearing required by c. (immediately above), to approve an annual instructional materials plan identifying instructional materials that will be purchased.
 - E. The School Board shall receive comment at the public hearing and meeting as prescribed by policy.
- II. Process for parents or residents to contest adoption of specific instructional material. Parents of students attending a public school in the District or residents may contest the Board's adoption of specific instructional materials as described in the Adoption of Instructional Materials section above. The parent or resident must follow the procedure below to contest the board's adoption of specific instructional material.
 - A. The parent or resident must file with the Board within thirty (30) calendar days after the Board's adoption of specific instructional material a petition on a form (Objection to Instructional and/or Media Material). The petition form is publicly available in each school office, the Superintendent's office, or on the District's website.

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- B. All concerns shall be presented in writing on the printed form. A complainant who does not complete and return the form within the required time shall receive no consideration. The statement shall include the following information:
1. Author, compiler, or editor;
 2. Publisher;
 3. Title;
 4. Reason for objection;
 5. Page number of each item challenged; and,
 6. Signature, address and telephone number of person making the complaint.
- C. Within thirty (30) days after the initial thirty-day period has expired, the School Board shall conduct at least one public hearing before an unbiased and qualified hearing officer on all petitions received during the thirty-day time period. The petitioner(s) shall be notified in writing of the date and time of the hearing at least seven (7) days prior to the hearing.
- D. The contested material shall be made available to the public online at least seven (7) days before the hearing.
- E. The decision of the School Board, after convening a hearing, shall be final and not subject to further review or petition.
- III. The following procedures shall be followed for other objections to instructional materials:
- A. A parent, as defined by Florida Statutes, may object to his/her child's use of a specific instructional material or an adult student may object to the use of a specific material in his/her instructional program. The parent or adult student may request a conference with the principal or principal's designee to discuss the use of the material.
- B. The complainant will be provided with the District's policies and procedures for the selection of instructional materials. The principal or designee will explain the use of the material in the instructional program and answer questions from the individual.

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C. If the issue is not resolved at the conference, the complainant will be provided with the form to file a written objection and an explanation of the process that will be followed.

D. School-level Appeals

1. A committee of teachers, educational media specialists, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations of any changes. The principal shall notify the Superintendent and the instructional materials coordinator when a committee is convened.
2. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
3. Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days.
4. The complainant shall be informed in writing concerning the committee's recommendations.

E. District-level Appeals

These procedures shall be appropriate for district-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.

1. A committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the instructional materials coordinator as being responsible for the organization of this review committee according to School Board policies. The committee's recommendations shall be submitted to the Superintendent within fifteen (15) working days. A committee member shall not be selected from the school where the challenged materials originated.
 - a. The following shall serve as a review committee for elementary schools

- 1) The ~~chairman of the advisory council or designee;~~
Director of In-Service & Instructional Technology

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- 2) Elementary media specialist;
 - 3) Elementary principal;
 - 4) A curriculum supervisor; (Chair)
 - 5) ~~Three (3)~~ Two (2) instructional staff members at the elementary level; and,
 - 6) ~~Two (2)~~ One (1) parents; as defined by Florida Statutes, of elementary age students.
 - 7) Assistant Superintendent for Curriculum and Instruction or designee.
- b. The following shall serve as a review committee for secondary schools
- 1) The ~~chairman of the advisory council or designee;~~ Director of In-Service & Instructional Technology
 - 2) Secondary media specialist;
 - 3) Secondary principal;
 - 4) A curriculum supervisor; (Chair)
 - 5) ~~Three (3)~~ Two (2) instructional staff members at the secondary level; and,
 - 6) ~~Two (2)~~ One (1) parents of secondary age students.
 - 7) Assistant Superintendent for Curriculum and Instruction or designee.
2. The committee's review shall be treated objectively, unemotionally, and in business-like manner and shall be conducted in the best interests of the student, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.

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The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendation is received by the Superintendent.

3. A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.

~~The School Board shall be legally responsible for the instructional materials used in the operation of District schools. Responsibility for the selection and management of the materials is that of the principal of the school. The principal is also responsible for assuring that instructional materials are used to provide instruction to students enrolled at the grade level or levels for which the materials are designed and for effectively communicating to parents the manner in which instructional materials are used to implement the curricular objectives of the school.~~

~~I. The following standards will be used to determine the propriety of instructional materials for selection:~~

- ~~A. The age of the children who normally could be expected to have access to the material,~~
- ~~B. The educational purpose to be served by the material, with priority being given to the selection of materials that encompass state and District performance standards,~~
- ~~C. The consideration of the racial, ethnic, socioeconomic, and cultural diversity of the District,~~
- ~~D. The degree to which the material would be supplemented and explained as part of normal classroom instruction.~~

~~Consideration should be given to recommendations made by District committees who have reviewed the available materials in a subject area. No books or other material containing hardcore pornography or other prohibited material by Florida Statute shall be used.~~

~~II. No school may participate in a pilot program of materials being considered for adoption by the state during the eighteen (18) months prior to the official adoption of the materials by the Commissioner of Education. However, publishers, manufacturers, and/or agents are not prohibited from supplying sample copies of materials necessary for examination and review as part of the selection process.~~

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- ~~III. Prior to April 1, the principal of the school will provide to the superintendent's designee a list of selected materials planned for purchase for a subject during the first two years of the state adoption cycle. If non-adopted materials are selected, a list of the titles and publishers will be provided with documentation that the selections and reasons for the selections have been reviewed and approved by the School Advisory Council.~~
- ~~IV. The Superintendent or designee shall notify the Department of Education by April 1 of each year the state-adopted instructional materials that will be requisitioned for use in the District.~~
- ~~V. The principal is to collect from each pupil or the pupil's parent the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged and to report and transmit such amounts collected to the Assistant Superintendent of Finance. Upon reasonable effort by the principal to collect the sum, failure to satisfy the debt may result in the suspension of the pupil from participation in extracurricular activities or satisfaction of the debt by the pupil through community service activities at the school site as determined by the principal. The principal may not delay the transfer of a pupil's permanent record or delay the awarding of grades due to failure of payment of assessment on lost, destroyed, or damaged materials.~~
- ~~VI. The principal, when requested by the parent of a pupil in the school, shall sell to the parent any instructional materials used in the school. The costs of the materials to the parents would be prorated based on the original purchase price, number of years of adoption, and number of years used.~~
- ~~VII. All money collected from the sale, loss, or damage of instructional materials shall be transmitted to the Assistant Superintendent of Finance to be deposited in the District school fund and added to the District appropriation for instructional materials.~~
- ~~VIII. Principals shall see that all books are fully and properly accounted for annually. Notification of the completion of the inventory and its location at the school site is to be sent to the Grade Level Director responsible for oversight of the school.~~
- ~~IX. Instructional materials purchased by District School Board on behalf of dual enrollment students shall be the property of the School Board.~~
- ~~X. When instructional materials are no longer needed, become surplus, damaged or otherwise unserviceable, any of the following dispositions can be utilized. They can be turned in to the textbook depository or may be given to other public education programs within the district or state, given to the teachers to use in~~

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developing supplementary teaching materials, given to students or others, or given to any charitable organization, governmental agency, private school, or state.

- XI. ~~Textbooks may also be requested from the depository. Instructions for disposing and requesting textbooks are found in the [Textbook Depository Procedure Manual](#). The depository has the responsibility of disposing of unserviceable or surplus instructional materials, and will do so in accordance with Florida Statute.~~

Purchase of Instructional Software/Services

The School Board shall be legally responsible for the instructional digital resources used in the operation of District schools. Student privacy, student achievement, and efficient operations must be considered when purchasing digital resources. Therefore, the initial purchase, annual renewal, and use of instructional digital resources requires approval by the District Digital Instructional Resource Committee.

- I. A list of all digital resources approved for purchase and use will be maintained and posted on the Santa Rosa County School District documents page as the Approved Digital Instructional Resource List <https://www.santarosa.k12.fl.us/docsabc/>
- I. If an educator is interested in using an unapproved digital resource, (including trials/pilots), a school administrator must be consulted. If the school administrator deems the resource to be worthwhile, the school administrator must submit the new digital resource to the committee for approval. The new resource may not be used or purchased prior to committee approval.
- II. the school principal must be consulted prior to its purchase, approval, and use (including trials/pilots).
- III. The digital resource must be vetted through the committee approval process prior to placement for a specified term on the list of approved digital resources, if the digital resource requires any of the following:
 - a. Purchase of installed software, online services, apps, or subscriptions
 - b. Use of any personal student roster information, such as name, student ID, etc.
 - c. Log in by students
 - d. Tracking of student progress
- IV. The Digital Instructional Resource Approval Manual will be developed by the District Digital Instructional Resource Committee and will be maintained and posted on the Santa Rosa County School District documents page.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, 1006.28, 1006.29 (5),
1006.31, 1006.32, 1006.42, F.S.

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HISTORY:

ADOPTED: 07/01/2002

REVISION DATE(S): 01/20/2005; 11/17/2009; 02/14/2018 IF SBAPPROVED

FORMERLY: 1.13, 10.16