

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### **SELECTION, MANAGEMENT, AND PURCHASE OF INSTRUCTIONAL MATERIALS AND SOFTWARE/SERVICES** **4.21+**

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.

#### 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/>

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- II. 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 consult the appropriate grade level director and submit the new digital resource to the committee for approval. The new resource may not be used or purchased prior to committee approval.
- 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.**

### **HISTORY:**

**ADOPTED: 07/01/2002**  
**REVISION DATE(S): 01/20/2005; 11/17/2009; 02/14/2018;**  
**08/02/2018; 02/05/2019**  
**FORMERLY: 1.13, 10.16**