

# Nassau County School District Science Textbook Adoption Process Instructional Material (IM) Plan / Timeline



## September – October

- DOE Instructional Materials (IM) website list publishers that are vetted for adoption on the Short Bid list.
- District Team meets to review IM from the Draft Short Bid List that meet our Instructional Technology (IT) specifications for single sign-on and account creation.
- Sample science textbooks are sent to schools for all teachers to review.
- District Instructional Materials (IM) Review Team is formed.

## November

- District representatives attend NEFEC Science Instructional Materials Fair.
- District Science CRT creates an online folder with standards, textbook digital samples, and rubric / evaluation form so all teachers have access to review and provide input.

## December

- District Instructional Materials (IM) Review Teams meet for publisher presentations (on 12.06.17).
- District IM Review Team members meet with school teams and all other appropriate personnel to review IM.

## January

- IM Adoption Plan for Science presented at the **School Board (SB) meeting** on 01.25.18
- Schools' report preference for adoption to appropriate directors and submit rubrics (by 01.22.18).
- Superintendent's recommendation (no vote) of IM Adoption Plan for Science at the **SB meeting** on 01.25.18.
- Provide online public access of student editions of recommended IM Adoption Plan for Science to be accessed and viewed by the public on district website (**20 days before SB hearing and public meeting**).
- Display hard copies for all recommended IM in District Office (beginning on 01.25.18).
- Post parent/resident petition to protest IM on district website for 30 days (beginning on 01.25.18).

## February

- Open, noticed **public meeting** to approve annual **IM Adoption Plan for Science** 02.08.18.
- Open, noticed public meeting to hear public comment on Science materials recommended for adoption on 02.22.18

## March

- All protests of IM are posted on district website (7 days prior to SB hearing on 03.08.18).
- **SB Hearing** to hear public comment on adopted IM and to address any formal protest of adopted IM.
- **SB Determination of adopted IM** on 03.08.18.
- Following SB approval for adoption, **begin the 30 calendar day window** for parent or resident to contest adopted material (beginning on 03.09.18).
- Provide online public access of student editions and access information on district website.
- To protest, a resident must file a petition on a form provided by SB on the district website. Notice is given that **SB hearing** before a Hearing Officer will be held during the regular **SB meeting** on 04.12.18.
- **By March 31<sup>st</sup>** each year the District School Superintendent certifies to FLDOE that all instructional materials for core courses used by the district are aligned with applicable state standards. A list of the core instructional materials that will be used or purchased for use by the school district shall be included in the certification.

<b>April</b>
<ul style="list-style-type: none"> <li>• <b>End 30 calendar day window</b> for parent or resident to contest adopted IM (on 04.07.18).</li> <li>• If contest is initiated, petitioners will be notified of the date and time of the Public Hearing in writing 7 days in advance.</li> </ul>
<ul style="list-style-type: none"> <li>• Publishers and Schools are notified of selections.</li> </ul>
<b>May - June</b>
<ul style="list-style-type: none"> <li>• If contest is initiated, an open, noticed hearing before a (unbiased ) Hearing Officer will be held within 30 days (by 05.07.18).</li> <li>• Instructional Materials are delivered to schools.</li> <li>• Professional Development opportunities for new materials available for all teachers.</li> </ul>
If a hearing is held before a Hearing Officer, the Hearing Officer must submit a copy of the video or transcript of the hearing, together with evidence received at the hearing, to the School Board (by 05.21.18).
The School Board, at a regular meeting, will make a final decision concerning the contest. (on 06.14.08).
<b>July</b>
<ul style="list-style-type: none"> <li>• Technology Departments upload rosters for digital IM.</li> <li>• <b>July 1<sup>st</sup>, FLDOE Certification:</b> certify to the Commissioner of Education that the district school board has approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials programs.</li> </ul>
<b>August</b>
<ul style="list-style-type: none"> <li>• <b>Students and teachers have access to digital and printed IM.</b></li> <li>• Professional development for new materials available for all teachers before or during the designated Professional Development Day.</li> </ul>

### Timeline of School Board Meetings 2<sup>nd</sup> & 4<sup>th</sup> Thursdays

January 25, 2018	IM Plan to the School Board
January 25, 2018	Post Final Selection on Website for 20 Calendar Days
February 8, 2018 February 22, 2018	Open Public Meeting to approve IM Plan Open School Board Hearing / Public comment on Science materials recommended for adoption
March 08, 2018	School Board Approval of recommended materials
March 09, 2018	30-day window to contest adoption opens
April 07, 2018	30-day window to contest adoption ends
May 07, 2018	If contested, deadline for hearing before unbiased Hearing Officer
May 21, 2018	If a hearing is conducted, deadline for Hearing Officer to submit transcript/video of hearing, together with evidence received, to Board
June 14, 2018	School Board makes final decision concerning contested material

Textbook adoption process changed due to new legislation (HB979) passed in July 2017.