

2018-2019 Mathematics Instructional Materials Adoption Process Timeline for Dixie District Schools

September - November
District Instructional Materials (IM) Review Team members are appointed by school principals. Representation from school personnel will be appropriate to the subject and grade levels of the adoption.
School based IM Review Teams meet to review instructional materials from the Draft Short Bid List.
Instructional Materials Fair scheduled by NEFEC for October 23rd-24th .
District IM Review Team makes 2-3 recommendations.
December - January
District IM Review Team recommendations are presented to school teams and all other appropriate personnel.
Selected publishers do presentations of their products with schools either virtually or face-to-face.
Final decisions for textbook selections are reported to Coordinator of Curriculum by District IM Review Team January 29th
February
Recommendation for adoption of instructional materials at the SB meeting (no vote at this time) February 12th
Link to online public access of student editions of recommended IM to be posted on district website for the public. Display of selected materials in hard copy form will also be available for review at Instructional Services Building February 13-March 4th
Post parent/resident petition to protest IM on district website February 13th
SB appointed District Review Committee (made up of citizens of the community) meets to review IM for propriety Feb. 13-March 25th
March
Hold an open, noticed SB Hearing to receive public comment on recommended IM March 12 prior to SB meeting
Hold an open, noticed public SB meeting to approve annual Instructional Materials Plan to identify any instructional materials that will be purchased through the district school board instructional materials review process March 26th
District Superintendent certifies to FLDOE that all IM for core courses used by the district are aligned with applicable state standards. A list of the core IM that will be used or purchased for use by the school district shall be included in the certification March 31st
April
SB meeting to hear public comment on adopted IM and address any formal protest of adopted IM. SB approves adopted IM April 9th
Begin 30 day window for parent/resident to contest adopted material. Continue to provide online public access of student editions and access information on district website. Parents/residents may protest selection using form provided by SB on district website April 10th-May 9th
May
If any IM is contested, an open, noticed SB hearing before a Hearing Officer will be held during the regular meeting of the SB. Following the public hearing, district SB will vote on adoption of core material. Decision is final May 14th
Instructional Materials numbers from each school are finalized for ordering and reported to Coordinator of Curriculum May 29th
June - July
Instructional Materials are ordered by district office.
Superintendent certifies to DOE that the district school board has approved a comprehensive staff development plan that supports fidelity of implementation of IM programs by July 1st