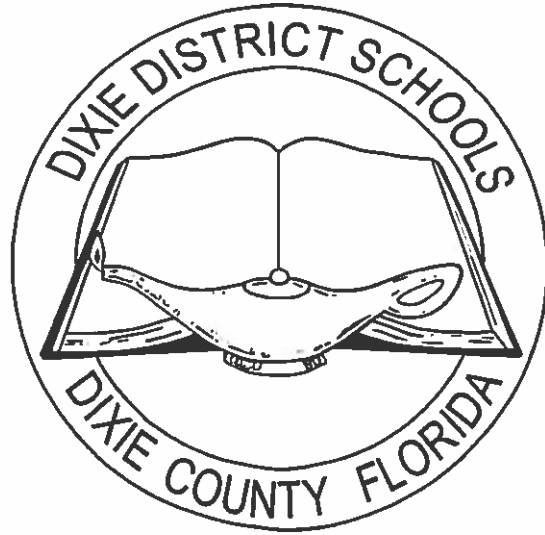


Dixie District Schools



Instructional Materials Plan 2017-2018

School Board Hearing
February 13, 2018

Instructional Materials Plan 2017-18

Science Materials Adoption

The district school board has the responsibility to select and provide adequate instructional materials for all students, s. 1006.28(2). This plan details the process Dixie District Schools will use to adopt Science materials in the school year 2017-2018 to implement in the school year 2018-2019 for a five-year cycle.

Dixie District Schools shall adopt materials for the following courses:

Required Courses

- Grade 3
- Grade 4
- Grade 5
- M/J Comprehensive Science 1 (Grade 6)
- M/J Comprehensive Science 2 (Grade 7)
- M/J Comprehensive Science 3 (Grade 8)
- Biology (Grade 10)

Elective Courses

- Chemistry (Grades 10-12)
- Physical Science (Grades 9-12)

Science Adoption Process 1006.283

Definitions 1006.28(1):

- “Adequate instructional materials” means a sufficient number of student or site licenses or sets of materials that are available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serve as the basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature.
- “Resident” means a person who has maintained his or her residence in this state for the preceding year, has purchased a home that is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17.

September – November

- District Instructional Materials (IM) Review Team is formed with representation from school personnel appropriate to the subject and grade level of the adoption.
- District IM Review Team meets to review instructional materials from the FLDOE Draft Bid Report and other suggested materials.
- Instructional Materials Fair scheduled by NEFEC.
- District IM Review Team makes two/three recommendations.

December

- Instructional Materials Plan presented to the School Board (SB).

January

- District IM Review Team choices are presented to school teams and all other appropriate personnel.
- Schools report preference for adoption to District Instructional Services Department prior to SB meeting in January.
- Recommendation for adoption of Instructional Material at the SB meeting. (no vote)
- **20 days before SB hearing and public meeting in February:** Provide online public access of student editions of recommended IM to be accessed and viewed by the public; if applicable, set up display in board office of hard copies of student and teacher editions for all recommended IM.
- Post parent/resident petition to protest IM on district website.

February

- Hold an open, noticed **SB hearing** to receive public comment on recommended IM.
- Hold an open, noticed **public 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. (Different date than SB hearing.)

March

- **SB meeting** to hear public comment on adopted instructional material and address any formal protest of adopted IM. **SB approves adopted IM.**
- Following SB approval for adoption, **begin 30 calendar day window** for parent or resident to contest adopted material.
- Provide online public access of student editions and access information on district website.
- To protest, a parent must file a petition on a form provided by SB.
- Form must be available to public and published on district website.

April

- **By April 1st** 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.
- **Within 30 days after protest period ends**, if contest is initiated, an open, noticed **SB hearing** before a Hearing Officer will be held during the regular meeting of the Board. Petitioners will be notified of the date and time of the Public Hearing in writing 7 days in advance.
- Following public hearing, district School Board will vote on adoption of core material. Decision is final.

May-July

- Instructional Material is ordered.

July 1st, FLDOE Certification

- 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.

Science Adoption Timeline

Table 1

Date	Event
Nov. 7-8	NEFEC Instructional Materials Review Fair
Jan. 9	IM Plan to the School Board
Jan. 9	Recommended IM to School Board (no vote)
Jan. 22	Post Final Selection on Website for 20 Calendar Days
Feb. 13	Open School Board Hearing / Public comment
Feb. 26	Open Public Meeting to approve IM Plan w/ IM included
March 13	School Board / Public Formal Protest / Approval of recommended materials
March 14	30-day window to contest adoption opens
April 12	30-day window to contest adoption ends
May 8th	Public hearing for contested instructional materials w/ hearing Officer

Targeted Instructional Materials

The publisher list for Science is not expected to be published by FLDOE until the end of January, at the earliest. Dixie District Schools is using FLDOE’s short-bid publisher’s list to select science materials for adoption (<http://www.fldoe.org/core/fileparse.php/5574/urlt/1718ShortBid.pdf>). From this list, we have selected the following publishers’ materials to consider for adoption. Materials were selected using the criteria from the NEFEC Science Instructional Materials Evaluation Rubric.

Table 2

Subject Area/Grade Level	Publishers
Grade K-5 Science	Houghton Mifflin Harcourt
M/J Comprehensive Science 1 (Grade 6)	Houghton Mifflin Harcourt
M/J Comprehensive Science 2 (Grade 7)	Houghton Mifflin Harcourt
M/J Comprehensive Science 3 (Grade 8)	Houghton Mifflin Harcourt
Biology (Grade 10)	McGraw-Hill
Physical Science (Grades 9-12)	McGraw-Hill
Chemistry (Grades 10-12)	McGraw-Hill

Selection Process

Each school sends a team of Science teachers to the NEFEC Instructional Materials Review Fair to explore the materials being considered for adoption. These teams meet again later at their respective schools where they again go over the sample kits of materials being considered for adoption and make their selection. The team then reports the selection to their principal. If the principal agrees with the team then the school's selection is reported to the district Coordinator of Curriculum. The Dixie District School Board's District Instructional Materials Review Committee, which made up of community members appointed by the School Board, then meet to determine the propriety of the selected materials to see if they meet community standards. The final selection for Science materials shall be recommended for adoption to the Superintendent and School Board.

Per the timelines in Table 1, parents and residents will have the opportunity to provide comments on proposed Science materials at a public School Board hearing (Appendix 1). Once the School Board recommends approval of the materials, parents and residents shall have 30 days in which to protest materials (Appendix 2). If objections are received within the 30 day window, a hearing before a Hearing Officer shall be conducted to resolve potential issues before materials are purchased.

Parents and residents will have ample notification of school board meetings. Both the SB meetings and the accompanying agendas will be noticed in the local paper as well as posted on the district website. Parents, residents and/or School Board members will have access to hard copies of the selected materials, which will be available at the Superintendent's office in the Instructional Services Building (which is stated on the district website), while digital copies will be available via a link posted on the district website.

<http://www.dixie.k12.fl.us/SM%20Documents/Curriculum/January,%202018/CURRICULUM.htm>

Purchasing

Professional Development will be delivered on the newly purchased science materials between June 25th and August 9th, via face-to-face training, a live online training (via a GoTo Meeting), or a prerecorded webinar. Each school will decide when and how their training will take place, based on the individual needs of their school.

Science Materials Adoption Contact Person

Tracy Lee

tracylee@dixie.k12.fl.us

352-498-6257

Appendices

Appendix 1 – Parent/Resident Comment Form

Appendix 2- Parent/Resident Instructional Materials Challenge Form

DISTRICT SCHOOL BOARD OF DIXIE COUNTY

REQUEST TO BE PLACED ON SCHOOL BOARD MEETING AGENDA

Please complete this form and return to the Board Secretary.

Board Meeting Date: _____

Name: _____

Address: _____

Telephone Number: _____

Subject matter you wish to discuss with the School Board: _____

Approximately how long will it take? _____
(not to exceed 5 minutes)

Dixie District Schools Instructional Materials Challenge Form

School where materials are being used:
Check one: <input type="checkbox"/> Textbook <input type="checkbox"/> Novel <input type="checkbox"/> Other
Name of book in question:
Author of book (if applicable):
Publisher of book:
Page(s) of materials in question:
Reason for concern:
Name:
Date:
Signature:
Address:
Phone Number: