

## OKALOOSA DISTRICT TEXTBOOK ADOPTION PROCEDURES

Pursuant to section 1006.40 Florida Statutes, each district school board is responsible for the content of all instructional materials used in the classroom, whether purchased through an adoption process or otherwise purchased or made available in the classroom.

The Superintendent is required to provide for an evaluation of any instructional materials to be requisitioned that have not been used previously in the district's schools. Materials reviewed will be those that are submitted by publishers for state adoption, or other materials available at the time from appropriate publishers, with the goal of recommending the most suitable materials for Okaloosa School District adoption.

District textbook adoption committees are responsible for evaluation of the instructional materials to be recommended to the Okaloosa School Board for adoption.

The members of the textbook adoption committee are prohibited from accepting gifts, money, or other valuables, which may directly or indirectly influence the adoption or purchase of any instructional materials.

From the time a district textbook adoption committee convenes until the Okaloosa County School Board acts on the recommendation, no publishing or manufacturing company or representative may discuss materials under consideration with teachers or other school officials unless formally invited by the designated coordinator. If this policy is violated, the district textbook adoption committee will no longer consider the violating company's materials for adoption.

The procedures outlined below shall be used to evaluate and recommend instructional materials that are to be considered for Okaloosa School District adoption.

**STEP ONE:** The District will form textbook adoption committees at each level (elementary, middle, and high) to review instructional materials according to the state adoption cycle.

- Nominations for textbook adoption committees are solicited from building principals. Once all the nominations are submitted, the committees will be formed. Each school will be represented and there will be a balance of members from different courses/grade levels. Committees will also have parent representatives as voting members.
- Prior to the first meeting committee members are provided with an evaluation rubric and on-line access for all materials being evaluated.
- The textbook adoption committee shall hold two (2) or more meetings, as needed, to review the evaluation and voting process.
- The textbook adoption committee members are trained with the rubric and the adoption process during these meetings.
- Links to publisher preview sites are posted on the Okaloosa County School District Website for all teachers, administrators, and the public to review.
- Committee members will individually review the publisher submissions and complete an evaluation rubric for each publisher after viewing publishers' presentations at an in-person meeting, or a recording of the presentation. This may be done via an online platform, such as Edcredible.

- Once all members have completed the rubric(s) for each publisher, the committee will come together to discuss the results of the evaluations. The committee then comes to consensus regarding the top two submissions in the adoption to be reviewed by teachers teaching the respective courses. If a consensus cannot be reached the committee will vote to determine the top two submissions for teacher review at the school level. Additionally, the committee will place, in rank order, the remaining publishers should the top two selections not be approved by the Florida Department of Education (DOE). This meeting will be noticed to the public with the opportunity for input to be received.
- A publishers' meeting may be scheduled. The selected publishers present their materials in a centralized location. Attendees have an opportunity to view materials and ask questions. These presentations are open to teachers, administrators, and the public.

**STEP TWO:** Once the top submissions are determined, the process moves to the school level. The district textbook adoption committee members from their respective schools are responsible for the voting process at their respective schools.

- Samples from the publishers being considered are sent to schools for additional review and discussion.
- A video of the publishers' presentation is available to the school committee members in the event that a teacher or administrator is unable to attend the school-based information presentation.
- Committee members, the department chairperson, and/or the principal must hold an informational school-based presentation. Teachers must sign in to document attendance. This may be conducted in-person or via Zoom or other electronic means with attendees signing in via the chat box.
- Only individuals who teach the course and have attended the presentation, viewed the video presentation, or reviewed all of the textbooks are eligible to vote.
- Teachers must sign a roster to indicate that they have voted. The district textbook adoption committee member must save all ballots and sign in sheets. Voting may be conducted via a paper ballot or a Google document with the teacher's vote being logged only one time. Voting records must be maintained by the school textbook committee representative.
- The district textbook adoption committee member in each school is responsible for the voting process at that school. He or she gathers the teachers' ballots to tabulate. This may be done electronically; however, the number of votes for each publisher must be available. Each school has **one (1)** vote, based on the majority of tabulated votes. The results and completed ballots are sent to the district coordinator in charge of the textbook adoption. (In case of a tie, the decision will be based upon the number of individual teacher votes cast for each publisher across all schools with the winner being 50% plus 1 vote.)
- The district coordinator tabulates all ballots. Both finalists will be presented to the School Board for consideration with the one with the most school votes (or 50% plus 1 in the event of a tie) being the final single adoption recommendation.
- Upon release of the final state adoption list by the Florida Department of Education (DOE), the district coordinator will submit the two finalists to the Superintendent and School Board with the winner of the school vote being the final recommendation. If both the winner of the school vote and the second finalist are not on the final approved list from DOE, the recommendation will be the committees highest rated publisher that is on the DOE approved list.

**STEP THREE:** Prior to the adoption of materials by the School Board, the following will take place:

- A publicly noticed School Board public hearing will include an opportunity for comment on the recommended materials. The notice must specifically state which materials are being reviewed and the manner in which instructional materials can be accessed for public review.
- Preview samples of the recommended materials shall be available for access on-line through the Okaloosa County School District Website by the public at least twenty (20) days prior to the school board meeting and public hearing. This process must include reasonable safeguards against the unauthorized use, reproduction, and distribution of materials considered for adoption.
- Once the materials are adopted by the School Board, a parent or resident of the county may contest the adoption of a specific instructional material by filing a petition within thirty (30) calendar days after the adoption by completing a Citizen's Request for Reconsideration of Educational Materials form (MIS 1065).
  - Within thirty days (30) after the conclusion of the thirty (30) day contest period, the School Board will schedule at least one (1) public hearing on all petitions to be heard before an unbiased and qualified hearing officer. The hearing officer may not be an employee or an agent of the school district.
  - Petitioners will receive notification of the date and time of the hearing at least seven (7) calendar days before the public hearing and be granted an adequate and fair opportunity to be heard and present evidence to the hearing officer.
  - All contested materials will be available online to the public at least seven (7) calendar days before the public hearing.
  - Within ten (10) calendar days after the conclusion of the public hearing the hearing officer shall prepare a recommendation to be forwarded to the school board for final action in a public meeting.
  - In accordance with Florida law, the Board's decision, after receiving and acting upon the recommendation from the hearing officer, is final and not subject to further petition or review.

**STEP FOUR:** All residents shall have access to all instructional materials upon written request to the Department of Curriculum and Instruction. Parents of students enrolled in the school district will have access to their child's instructional materials through Class Link, wherever possible, or by contacting the school where the child attends. Student passwords will be sent home with parents at the beginning of the school year. Should parents want to purchase a copy of their child's textbooks, they can do so by contacting the school. The principal will order the textbook and charge the parent the actual cost of the book. All monies collected must be reported and transmitted to the district school superintendent.