

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.
- Prior to meeting, the committee members are provided with an evaluation rubric and on-line preview sites for all materials being evaluated.
- The textbook adoption committee shall hold two (2) or more meetings, as needed, to review samples and view presentations presented by the textbook companies. A video recording of each presentation is made and provided to the committee members to use at their schools as needed.
- The textbook adoption committee members are trained with the rubric and the adoption process.
- Committee members will individually complete an evaluation rubric for each publisher.
- Once each member has completed the rubric, the committee will come together to complete a final rubric by consensus.
- The committee determines the top submissions in the adoption to be reviewed by teachers teaching the respective courses. (i.e., two to four submissions depending upon the number reviewed)

- Links to publisher preview sites are posted on the Okaloosa County School District Website for all teachers, administrators, and the public to review.
- A publishers' meeting is scheduled. The selected companies 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 that school.

- Samples from the publishers being considered are sent to schools for additional review and discussion.
- A video of the original 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 the principal must hold an informational school-based presentation. Teachers must sign in to document attendance.
- 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.
- The district textbook adoption committee member in each school gathers the teachers' ballots to tabulate. 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.
- The district coordinator tabulates all ballots and a final single adoption recommendation is made to the School Board.

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 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).
 - The School Board will conduct at least one (1) public hearing pertaining to all petitions received upon the conclusion of the thirty (30) day contest period.
 - Petitioners will receive written notification of the date and time of the public hearing at least seven (7) days prior to the meeting.
 - All contested materials will be available online to the public at least seven (7) days before the public hearing.

- The School Board's decision is final and not subject to further petition or review.

STEP FOUR: At the beginning of each school year, parents may preview their child's instructional materials. The process by which parents may access these instructional materials will be posted on the Okaloosa County School District Website; this process will also be provided in written form to all parents of students enrolled in Okaloosa County Schools. 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, or her designee.