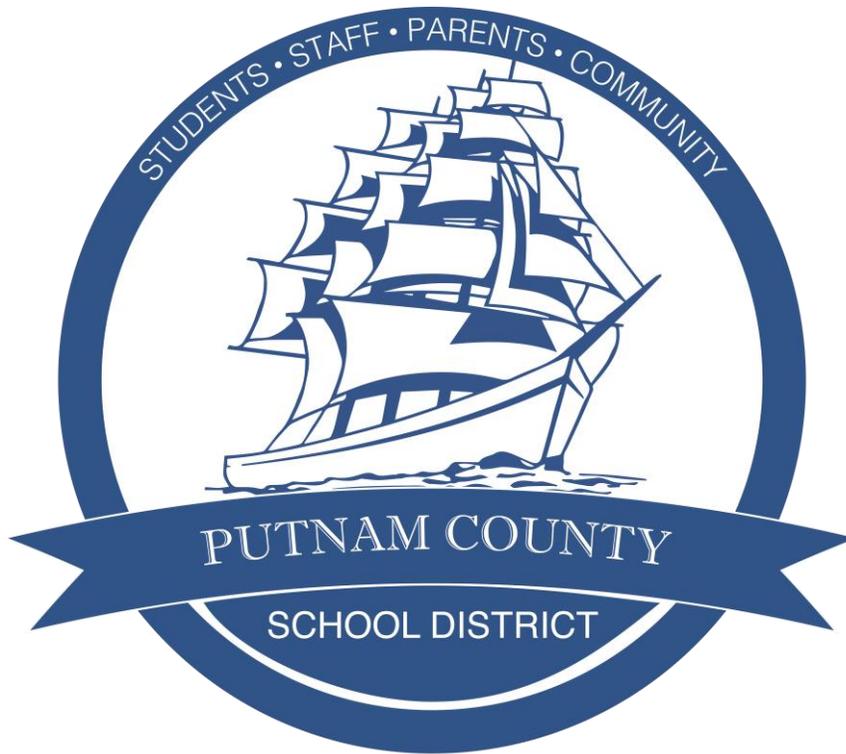


Putnam County School District



Instructional Materials Plan

2017-18

School Board Hearing

March 19, 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 Putnam County School District (PCSD) shall adopt Science material in the School Year (SY) 2017-2018 to implement in SY 2018-2019 for a five-year cycle.

The PCSD shall adopt materials for the following courses:

Required Courses

- Grade K
- Grade 1
- Grade 2
- 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)
- Honors Biology
- Biology

Elective Courses

- Environmental
- Anatomy & Physiology
- Chemistry

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.

January/February

- 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

March

- Recommendation for adoption of Instructional Material at a March SB Meeting. (no vote)
- 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.

April

- 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.)
- 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.

May

- 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.

June

- 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.

June-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
November 7-8, 2017	NEFEC Instructional Materials Review Fair
March 19, 2018	IM Plan to the School Board
March 19, 2018	Recommended IM to School Board (no vote)
March 22 – April 10	Post Final Selection on Website for 20 Calendar Days
April 10 – April 14	Open School Board Hearing / Public comment
April 17, 2018	Open Public Meeting to approve IM Plan w/ IM included
May 1, 2018	School Board / Public Formal Protest / Approval of recommended materials
May 2, 2018	30-day window to contest adoption opens
May 31, 2018	30-day window to contest adoption ends
June 5, 2018	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. PCSD 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 (Appendix 1).

Table 2

Subject Area/Grade Level	Publishers
Grade K-5 Science	Houghton Mifflin Harcourt- HMH Florida Science

M/J Comprehensive Science 1 (Grade 6)	Pearson- Pearson Elevate Science, Florida Edition
M/J Comprehensive Science 2 (Grade 7)	Pearson- Pearson Elevate Science, Florida Edition
M/J Comprehensive Science 3 (Grade 8)	Pearson- Pearson Elevate Science, Florida Edition
Honors Biology	Houghton Mifflin Harcourt- HMH Florida Biology
Biology	Houghton Mifflin Harcourt- HMH Florida Biology
Environmental Science	Pearson- Pearson Environmental Science
Anatomy and Physiology	McGraw-Hill- Applied Anatomy & Physiology: A Case Study Approach
Chemistry	Houghton Mifflin Harcourt- Modern Chemistry

Selection Process

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 2). Once the School Board recommends approval of the materials, parents and residents shall have 30 days in which to protest materials (Appendix 3). 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.

Notification of meetings and where to access materials will be found on the district webpage www.putnamschools.org. Materials are available for review at the District Office, 200 Reid Street Palatka, Florida. Times available for review will be posted on the web page.

Purchasing

The department of Curriculum and Instruction will work closely with the schools to determine the number of each book that is needed. Orders will be placed for delivery directly to the school site.

Professional development on the purchased materials will be delivered during the 2018-2019 in service and preplanning days

Science Materials Adoption Contact Person

Laura France, Assistant Superintendent of Curriculum and Instruction

Ryan Zimmerman, District Science Content Specialist