

2025-2026

APPROVED

Taylor County School District

Instructional Materials Adoption Process Timeline/Plan

AUG 05 2025

July - September

By Taylor County
School Board

- Review of the state adoption cycle with specific plans for the upcoming adoption/s
- Specific timeline distributed to administrators and shared with teachers. Preparation for subject specific survey, as needed.
- Teachers complete the survey as deemed appropriate for baseline information

October - February

- District Instructional Materials Review Team is formed with representation from school personnel appropriate to the subject and grade level of the adoption.
- District instructional materials Review Team meets to review instructional materials from the Draft Short Bid List.
- Instructional Materials Fair scheduled by PAEC.
- District instructional materials Review Team makes two/three recommendations.
- District instructional materials Review Team choices are presented to school teams and all other appropriate personnel.
- Schools level teams, parent reviewers, and other interested stakeholders review top two/three instructional materials recommendations

February- March

Vendor presentations are scheduled in county for all interested Social Studies teachers and review team members.

March

- Board Meeting in March: Request Approval to Advertise for Public Hearing (no vote)
- Public Stakeholders Meeting
- 20 days before SB hearing and public meeting in April: Provide online public access of student editions of recommended instructional materials 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 instructional materials.
- By March 31st 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.

April

- Board Meeting in April: Submit selected instructional materials for board approval.

- Following SB approval for adoption, begin 30 calendar day window for parent or resident to contest adopted material.
- 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. Post parent/resident petition to protest 1M on district website.

May

- Within 30 days after the 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 a public hearing, the district School Board will vote on adoption of core material. The decision is final.

June-July

- Instructional Material is ordered by June 1st.
- 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.