

Public Input Guidance



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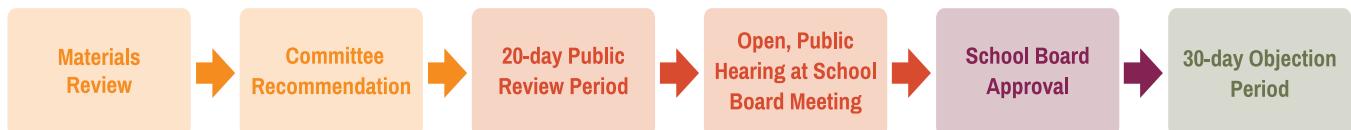
PURPOSE

Ensure transparency and provide meaningful opportunities for stakeholders to review and provide input on proposed instructional materials before final recommendation and approval.

Districts Should:

- ▶ Provide a structured method for feedback (form, survey, or submission process)
- ▶ Clearly communicate deadlines for input
- ▶ Ensure feedback is collected, documented, and communicated

WHEN PUBLIC INPUT OCCURS



During Review Process

- ▶ Public input may be collected through an online form or in person during the committee review period
- ▶ All input should be shared with the adoption review committee for consideration
- ▶ The final committee recommendation meeting is open to the public and should include a structured process for public comment (similar to the process used at School Board meetings for public comments) prior to the committee members making their final recommendation

Formal Public Review Period (Required by Statute)

20-day public review window

- ▶ 20 days prior to the open, noticed (in accordance with s.286.011) school board hearing
- ▶ Conduct a school board hearing to receive public comment on the recommended materials
- ▶ Ensure the process is publicly noticed in accordance with district policy, documented, and transparent

Access to Materials

- ▶ Required: A process to allow student editions of recommended instructional materials to be accessed and viewed online
 - ▶ This process must include reasonable safeguards against the unauthorized use, reproduction, and distribution of instructional materials considered for adoption
- ▶ Optional: Provide physical access to recommended materials at designated locations during specified times
- ▶ Provide clear instructions for accessing and navigating materials

School Board Approval

- ▶ Occurs at a separate meeting following the public hearing
- ▶ Board reviews recommendations and public input before voting

Objection Process

- ▶ School districts must have a process that allows parents of public school students and county residents to object to the adoption of instructional materials
- ▶ A petition must be submitted within 30 calendar days after the school board approves the instructional materials
 - ▶ The petition must be submitted using the form provided by the school board
 - ▶ The school board must make the form available to the public and post it on the district website
 - ▶ The petition must include a signature, contact information, and a statement explaining the objection based on required criteria
- ▶ After the 30-day objection period ends, the school board must hold a public hearing within the next 30 days for all timely petitions received
 - ▶ The hearing must be conducted by an unbiased and qualified hearing officer
- ▶ The school board's decision after the hearing is final and not subject to further review.

COMMON PITFALLS TO AVOID

- ▶ Limited or unclear access to materials
- ▶ Unclear or insufficient communication about review timelines
- ▶ Inconsistent or unstructured feedback collection processes
- ▶ Lack of clarity between public input and formal objections
- ▶ No clear plan for responding to formal objections during the 30-day window