



Excellence in Education  
**The School Board of St. Lucie County**  
Office of Teaching and Learning  
9461 Brandywine Lane  
Port St. Lucie, FL 34986 • 772.429.3952

## Board Members

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Deborah Hawley  
Troy Ingersoll  
Donna Mills  
Jennifer Richardson

## Superintendent

Dr. Jonathan Prince

Tuesday, March 3, 2026

Dear Publisher,

St. Lucie Public Schools has begun the instructional materials adoption process for **WORLD LANGUAGES**. The review committees and course codes are listed in the table below.

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Spanish 1-4	(0708340, 0708350, 0708360, 0708370)
French 1-2	(0701320, 0701330)
French 3-4	(0701340, 0701350) <i>*Additional Courses not on the FLDOE State Bid List</i>

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This year's adoption process is being coordinated by Dr. Elizabeth Pruitt ([Elizabeth.Pruitt@stlucieschools.org](mailto:Elizabeth.Pruitt@stlucieschools.org)) who is serving as the facilitator of the instructional materials adoption. St. Lucie Public Schools is a closed district. During this process, please adhere to the following guidelines:

- Do NOT visit the schools or contact teachers via email, phone, or mail during our adoption process regarding the materials up for adoption.
- Committee members and teachers are not permitted to receive any items from the publishers. All items will be provided in an electronic or digital format per Section 1006.29(3)(b), Florida Statutes.

### **ENTRY REQUIREMENTS**

Each publisher intending to participate must submit required documentation to Dr. Elizabeth Pruitt by **Friday, March 20, 2026**. Late submissions will not be included in the review process.

- Publishers must submit the following required documentation:
  1. SSO/Digital Content Requirements ([Attached Document](#))
  2. Access Details URLs – links and credentials to access all digital content (student, teacher) being presented, as well as all Public Access links per Section 1006.29(1)(b), Florida Statutes. These links must be accessible until August 2026.
  3. Correlation to State Standards.
  4. Implementation and Training Plan – the plan needs to thoroughly define the publisher's terms for offering professional development, including the number of sessions offered per year sustained over the adoption cycle and the formats offered for the PD.
  5. Evaluation Rubric with publisher notes ([Attached Document](#)).

6. Statement attesting that the materials omit the indicators of special topics (**Attached Document**).
  7. An itemized materials product list (**Excel File Attached Document**).
    - Details of each component included in all bundles (including student editions, teacher editions, workbooks, teaching guides, literature libraries, leveled readers, etc.)
    - Spreadsheet includes:
      - Title of component
      - Course number
      - ISBN of each component (both 10 and 13 digits where applicable)
      - Replacement prices for each component (must match FSBD catalog prices)
      - Implementation Details (please include information that will help the reviewers understand the intent of the component)
      - Is the component print? (yes/no)
      - Is the component replenished annually as a consumable? (yes/no)
      - Is the component readily available online in the digital platform? (yes/no)
  8. Student **bundle pricing** options for 5 years with details on what is included in the bundle pricing (i.e. – 1 free TE with the purchase of 50 student books)
- If available, print versions of the materials being reviewed should be mailed to Dr. Elizabeth Pruitt at the address indicated on this letter.
  - St. Lucie Public Schools does NOT have publishers present live to committee members. Instead, publishers should provide two videos to showcase the products. These video files must be downloadable or have embed links to allow for the video to be shared through our Learning Management System, Canvas.
    1. **Video 1:** Highlight the product and walk through the digital environment. Review the product, teacher edition, student edition, and include the connection to different ancillary materials that are available in online environment (i.e. – small group instruction, assessments, handwriting, vocabulary, etc.).
      - Time frame: no more than 30 minutes
    2. **Video 2:** Showcase a exemplar lesson that teachers will be able to see how the instructional materials can be used as a major tool of instruction for a 45 or 90 minute block.
      - Time frame: 10-15 minutes

## **SELECTION CRITERIA**

The instructional materials received in response to this request will be evaluated and ranked, in accordance with the process and evaluation criteria contained below, by the evaluation committee. Responses will be evaluated in light of the material and substantiating evidence presented in the response and not on the basis of what is inferred. Each evaluation committee member shall conduct his or her independent evaluation of the submissions received and score the responses on their merit in accordance with the evaluation criteria set forth in the following table. Each evaluation committee member will review all products submitted for their respective course(s). Point assignments for each evaluation criterion will be at the discretion of each

Evaluation Committee member. Point assignments in each of the evaluation criteria will be totaled and then divided by the number of committee members for the average score for each criteria. The average score for each criteria will be added together for a total score, not to exceed the total points listed below.

<b>Criteria</b>	<b>Maximum Points</b>
Content	80
Presentation	24
Learning	48
<b>Total</b>	<b>152</b>

### **MATERIALS | SERVICES FOR AWARDED PUBLISHERS**

The awarded publisher will provide the following materials and services for St. Lucie Public Schools:

- initial, follow-up, and content-specific training to World Language teachers, leaders, instructional coaches and administrative personnel for the life of the adoption on print and digital resources;
- all adopted products will be available to purchase through the Florida School Book Depository (FSBD) for the duration of the adoption cycle and have the option to ship through the FSBD;
- access to online materials prior by August 1 to ensure teachers can plan if shipments are delayed;
- digital and print product purchasing options (wherever available) for all K-12 students materials to accommodate IEP/504 plans;
- offline content access solution for all purchased or bundled core digital content;
- accommodate fluctuations in student enrollment over the course of the adoption;
- notification to SLPS in a proactive manner when rostered counts exceed the original purchased counts in order to avoid any interruption in service;
- notification to SLPS in a proactive manner when updates/changes are made to the product or online environment;
- data analysis and constructive feedback on the fidelity of implementation as requested; and
- online formative assessments aligned to Florida Standards for the purpose of on-going progress monitoring.

## TIMELINE

The SLPS timeline for the **World Languages** instructional materials adoption is outlined below.

<b>Milestone</b>	<b>Dates</b>	<b>Notes</b>
<b>Publisher:</b> SLPS delivers expectations and guidelines to the publishers including the requirements for participation.	March 3, 2026	<ul style="list-style-type: none"><li>Digitally provided with publisher letter through email</li></ul>
<b>Publisher:</b> Thorough submittal of ALL requirements to Elizabeth Pruitt. Incomplete or inadequate entries will not be considered.	March 20, 2026	<ul style="list-style-type: none"><li>Publishers send materials to Dr. Elizabeth Pruitt.</li></ul>
<b>SLPS Review</b>	March 2026	<ul style="list-style-type: none"><li>Includes review of SSO/Digital Requirements and Special Topics by district personnel.</li></ul>
<b>Public Review Online and Open House</b>	March – April 2026	<ul style="list-style-type: none"><li>SLPS will post access to the student resources for parents and community members starting TBD.</li></ul>
<b>Public Review Committee Meetings</b>	March 30 – March 31 <sup>st</sup>	<ul style="list-style-type: none"><li>SLPS review meeting will take place in the St. Lucie Public School Board Room and will be open to the public.</li></ul>
<b>SLPS:</b> Notify all parties concerning the final decision	TBD	<ul style="list-style-type: none"><li>Announcement will be made through St. Lucie Public School Board Documents.</li></ul>

\*Timeline is subject to change based on state approval of instructional materials.

Sincerely,



Dr. Elizabeth Pruitt  
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