

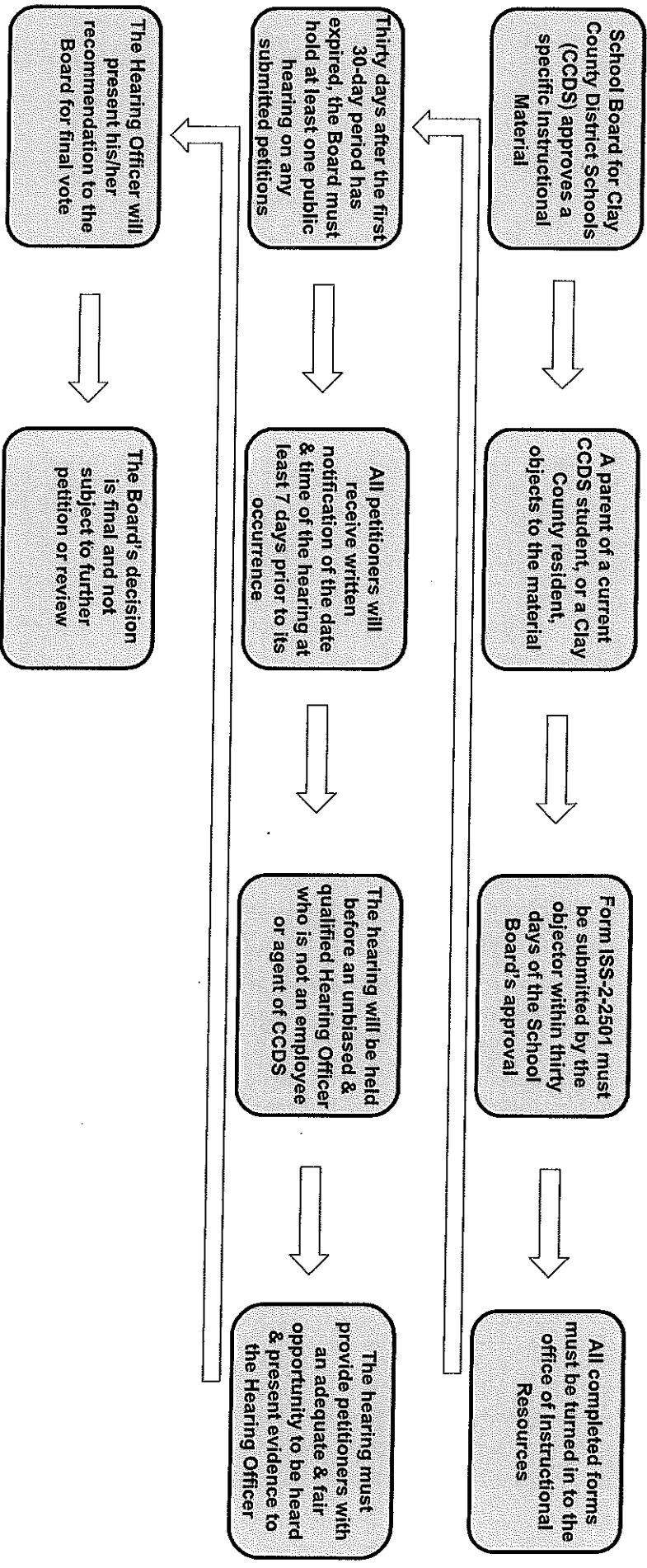
Instructional



Clay County Adoption Process

June	→	Clay County follows the FLDOE adoption cycle. FLDOE posts a tentative list of publishers' materials they vetted for adoption in January. Principals send names of representatives for K-2, 3-5, 6,7,8, and subject areas to form the Pre-Selection Committee. All publishers on K-12 list are sent an IT survey and an invitation to participate pending IT approval. Electronic samples are requested by the IR Department.
July 1	→	All publishers and materials under consideration are posted on the IR Department's webpage for public to view if received by the required due date.
July	→	Pre-Selection Committee meets, signs <i>Affidavit of District Instructional Material Reviewers</i> , and narrows down selections to top 2 to 3 choices. All teachers by grade/subject are then emailed a folder with standards, Test Specifications (if appropriate), online access to textbook digital samples, and a form to provide input. This is all voluntary for all teachers' input.
October	→	District Personnel and public evaluate all materials being considered. The public is asked to participate through the IR Department's webpage. Publishers Present at a set date. Teacher selections finalized. Public and teacher comments compiled and presented to the District Committee (community leaders, principals, district leaders, curriculum specialist, School Board members, parents, and students.
December	→	Board presentation and public hearing. Publishers & schools notified of selections.
January	→	Gather needs assessments from campuses and review school improvement plans to determine the professional development needed. The Instructional Resources Department presents to the Board an Instructional Resource Implementation and Purchase Plan. All Challenges that reach the Hearing Officer status are heard.
March	→	Instructional Resources Department will secure detailed textbook order forms from publishing companies that list all materials included in the adoption and obtain order forms. Content Area Curriculum Specialist will meet with the IMA's to place textbook orders for new adoptions. A preliminary inventory template will also be provided to IMA's for reporting textbook inventory; orders will be placed based on growth projections.
May	→	Digital Components of new instructional materials will be tested on portal for compatibility.
May—July	→	Professional development opportunities for new materials start for all teachers.
August	→	New materials arrive at the school by early August.

Instructional Materials Challenge Process for Clay County District Schools 2017-2018



Clay County District Schools
Request for Reconsideration or Review of Instructional Materials

This form must be completed by any individual to request reconsideration, view, or challenge the use of a specific Instructional Material. The completed form must be returned to the School Principal.

Name of individual requesting review _____

Address _____

Home Phone _____ Work/Cell _____ Email _____

Check as applicable:

I represent a special interest group named _____

I already have a copy of the material

I will review the material on-site

Type of Instructional Material:

Textbook

Novel

Audio visual (tape, DVD, etc.)

Workbook

Symbol

Other: _____

School _____ Grade Level _____ Subject _____

Title _____

Author, Editor, or Director _____

1. What is your interest or reason for this request? _____

2. To which specific pages or scenes do you object? (Include language and attach an additional sheet if necessary.) _____

3. What do you believe might be the result of a student using this material? _____

4. For what age group would you recommend this material? _____

5. Is there anything good in this material? _____

6. If you can recommend another instructional material in the same format covering the same subject or information, please list the title, author, publisher, and ISBN#:

Signature of Complainant

Date

Signature of School Principal

Date

Procedures are documented in the Procedures Manual for Instructional Resources.



SUMMARY OF PROCEDURES FOR ORDERING INSTRUCTIONAL MATERIALS

For Clay County Adopted Materials

- If Clay adopted—use a textbook requisition form
- Double check Florida School Book Depository (FSBD) for correct coding, latest pricing, level, and publisher
- Show the school as the SHIP TO ADDRESS

For Non Clay County Adopted Materials

If not Clay adopted—use a requisition form

Double check vendor catalog or FSBD catalogs for correct coding, latest pricing, level, and publisher

Show the school as the SHIP TO ADDRESS

Convene a school Curriculum Council meeting and complete ISS-1-2535 form. Send one copy of the form to the IR Department via email with PO# in the subject line. Keep a copy on file at the campus.

If your material has a technology piece, it will then be reviewed by ITS to make sure it's compatible with our infrastructure. Provide the link.

One Final Check
Address/Titles/Publisher/Coding/Prices/Level/Bids

Flow of Materials To Schools

- For State Adopted Materials**
1. Instructional Resources will process requisitions received from schools.
 2. Purchase orders will be generated and sent to Florida School Book Depository in Jacksonville.
 3. The FSBD will send materials to schools.
 4. School bookkeepers will notify IR when materials arrive.
 5. After order is checked in, school will send original packing list and/or a copy of the PO with date and signature to IR.

- For Non-State Adopted Materials (Flexibility)**
1. After the school has emailed the ISS –1– 2535 form is sent, IR will review and approve school purchase orders.
 2. Materials will be sent by vendors directly to schools. Schools will check in items against original purchase orders.
 3. Authorizations for payment will be made to Accounts Payable.
 4. After order is checked in, school will send original packing list and/or a copy of the PO with date and signature to IR.

