### Instructional



## Clay County Adoption Process

Clay County follows the FLDOE adoption cycle. FLDOE posts a tentative list of publishers' materials June 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. All publishers and materials under consideration are posted on the IR Department's webpage for July 1 public to view if received by the required due date. Pre-Selection Committee meets, signs Affidavit of District Instructional Material Reviewers, and July 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. District Personnel and public evaluate all materials being considered. The public is asked to partici-October pate 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. Gather needs assessments from campuses and review school improvement plans to determine the January 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. Instructional Resources Department will secure detailed textbook order forms from publishing com-March panies 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. Digital Components of new instructional materials will be tested on portal for compatibility. May

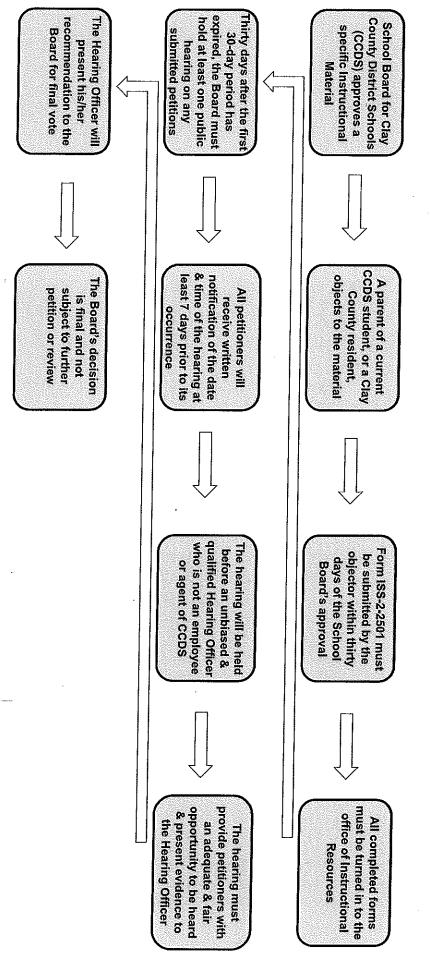
Professional development opportunities for new materials start for all teachers.

New materials arrive at the school by early August.

May—July

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.

		ellEmail			
Check as applicable					
☐ I represent a spe	ecial interest group n	amed			
	copy of the material		ne material on-site		
Type of Instructional	l Material:				
☐ Textbook	☐ Novel	☐ Audio visual (tape	, DVD, etc.)		
		• •	☐ Other:		
		Grade Level			
Title					
1. What is your inter	rest or reason for this	request?			
····					
2. To which specific	pages or scenes do	you object? (Include lang	uage and attach an addit	ional	
sheet if necessary	y.)				
3. What do you belie	ve might be the resu	ult of a student using this m	naterial?		
4 Farubat aga grai	in would you room	mond this material?			
4. For what age grot	ap would you recomi	nend this material?			
5. Is there anything	good in this material'	?	-		
o, to allow ally alling a	,				
6. If you can recomm	nend another instruct	tional material in the same	format covering the sam	e subject or	
Information, pleas	e list the title, author	, publisher, and ISBN#:			
Signature of	Complainant	Date Signatu	re of School Principal	Date	

### Instructional



### **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

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

# School District of Clay County Request for Approval of Non-Board Approved or Non-State Adopted SUPPLEMENTAL or CORE Instructional Materials

School	,·		Grade Level
Subject			Course
Type of Instructional Material:	☐ Textbook	☐ Novel	☐ Audio visual (tape, DVD, etc.)
	☐ Workbook	☐ Software	Other:
Title			
Author, Editor, or Director			
Publisher/Producer			ISBN# (If known)
Date material was reviewed by S	chool Curriculum (	Council	<u> </u>
This material is:	te Adopted		
List page numbers or frames and	concerns cited by	committee memi	bers:
Using criteria for content, presenta	ation, and learning,	check all that app	oly:
☐ Content aligns with state stand	dards for the subje	ct, grade level, an	nd learning outcomes
☐ Level of difficulty/complexity is	appropriate for th	e students and gr	ade level
☐ Portrayal of gender, ethnicity,	age, and social gr	oups includes mu	lti-cultural fairness
☐ Organization/presentation of the	he material allows	students to explic	itly identify ideas
☐ Material is not biased, has no	profanity or adult s	ituations, and cor	ntains no pornography
☐ Material is appropriate to supp	ort learning outcor	mes specified in s	tandards
☐ This Instructional Material <b>IS</b> re	ecommended for c	lassroom use.	
☐ This Instructional Material IS N	IOT recommended	l for classroom us	se.
Comments:			
The Curriculum Council:	Recommends app	proval 🛘	Does not recommend approval
Principal Signature:			
For Instructional Resources Use Only:			
☐ The recommendation of your Sch	ool Curriculum Cour	ncil is accepted.	
Review of this material has been material can proceed until the scl			

Procedures are documented in the Procedures Manual for Instructional Resources. Teacher made materials and supplemental materials that are part of a district adoption are exempt. AP and IB textbooks are also exempt.