

## Updates to 2019-20 Procedures Manual for Instructional Resources

Update	Previous Page Number	Current Page Number
School District Logo	1,2	1, 3
School Board Members (Tina Bullock)	1	1
Date Span	1	1
Added Table of Contents	0	2
District Contacts Updated and moved to section immediately after the Vision and Goals on Page 3	2	4
Introduction moved to section immediately after District Contacts	3	4
“Realignment of Instructional Resources” changed to “Alignment of Instructional Resources” and placed after Introduction section.	2	4
“Guiding Principles of the Instructional Resources Department” removed (repeat of Introduction, Purpose and Alignment sections)	2	0
Headings added to “Roles and Responsibilities” section. Links updated.	4	5-6
Library Media Manual link under Library Media Role removed as document is not currently available on the website	4	5
“Summary of Procedures for Ordering Instructional Materials” updated to a more legible copy and to remove older date (Snippet of a Word document due to Google Docs’ non compatibility).	5	6
Added “Steps for Requesting Non-Board Approved Supplemental Materials” to the role of principal.		6
ALL Dual Enrollment, AP, IB and AICE placed under “Exceptions to Instructional Materials Guidelines” heading. Previously, stated the information was under this heading, but was under the Definitions section.	8-12	9-13
Added statement “ <i>e. The district and petitioner shall each be responsible for payment of one-half of the fee of the hearing officer unless the legislature appropriates full funding to the district for this express purpose in the future.</i> ”		19
Clay Adoption Process Timeline chart on page 19 changed to a table, due to legibility of original copy( Snippet of a Word document was blurry).	19	20
Instructional Resources Inventory and Disposal Guidelines title changed to Management of Instructional Materials with subheadings of A. Inventory Process and Procedures, B. Disposal Guidelines. Also moved to section after Instructional Materials Defined for alignment.	20	9
Outlined expectations for the receipt, distribution and monitoring of instructional materials. Added link to “Clay County District Schools Textbook and Inventory Procedure Handbook”, which is detailed towards the inventory vendor, Destiny.		10

