

## **HIGH SCHOOL: INSTRUCTIONAL MATERIALS PROTOCOL**

### **WHAT'S NEW FOR 2010-2011?**

- 🍏 The District will be purchasing High School Mathematics; Pre-Algebra, Algebra I & II, Algebra I & II Honors, Informal Geometry, Geometry, Geometry Honors, Analysis of Functions, Pre-calculus, Honors Calculus, AP Calculus, Statistics and AP Statistics.
- 🍏 Schools will receive Maintenance of Effort (MOE) funds as part of the textbook replacement plan. The tentative rate per FTE, which will be adjusted, based on the twentieth day FTE, is \$14.00 for high schools.
- 🍏 The schools will receive in August funds collected at each site for lost and damaged textbooks during the 2009-2010 school year as part of the textbook replacement plan.

### **WHAT YOU NEED TO DO?**

- 🍏 Inventory all core textbooks to determine the total on hand count by core subject.
- 🍏 Identify gaps and/or surpluses for each subject.
- 🍏 Determine your core needs based on course or student enrollment.
- 🍏 Work with neighboring schools to balance your textbook needs.
- 🍏 Contact the district Textbook Facilitator through the Learning Resources and Instructional Materials Department for information on purchasing additional materials.

### **WHAT WILL HAPPEN IF YOU DON'T?**

- 🍏 Schools will not have the adequate materials needed.

### **WHO NEEDS TO KNOW?**

- 🍏 Principals, school leadership team, core department and textbook coordinators

### **HOW WILL YOU COMMUNICATE FOLLOW-UP?**

- 🍏 Learning Resources & Instructional Materials will provide information and instructions via the textbook coordinator conference/CAB and/or Principals' memo finder as needed.
- 🍏 Contact James Kane, Textbook Facilitator, Media & Instructional Materials Department, at 754-321-3324.

## **CONTACT**

Learning Resources & Instructional Materials  
Michele Rivera, Director, 754-321- 3320