



Briefing ID #: 21489

ALL ELEMENTARY PRINCIPALS/ ALL K-8 CENTERS PRINCIPALS/ALL ELEMENTARY AND K-8 CENTER AP'S: Social Studies orders for 2017-2018

Category: Required Action

Audience: Principals/APs (Elementary)

Due Date: Aug 10, 2017

Meeting Date: n/a

Master Calendar: n/a

Attachment(s): n/a

Ordering information for new Social Studies (grades K-5) instructional materials.

The district will order Social Studies instructional materials for students and teachers in grades K-5. The titles of the adopted series are as follows:

- ε Social Studies, grades K-2
 - ν *McGraw-Hill Networks Florida Social Studies*, McGraw-Hill School Education LLC, © 2018, 1st Florida edition
- ε Social Studies, grades 3-5
 - ν *Social Studies Alive!*, Teachers' Curriculum Institute, © 2016, 3rd edition

The student materials for grades K-2 are consumable and will be replaced every year of the adoption. Online access to the digital versions of these series will be provided for all students and teachers associated with the appropriate course codes.

The orders for these materials will be created by district staff and should appear in the principal's universal worklist next week. All principals MUST **verify and approve** these orders no later than **Thursday, August 10, 2017**. Principals are urged to keep the following in mind:

- ε **Verify** that the quantities ordered for each item are sufficient to meet **conservative** projected enrollments. The quantity ordered for each subject/grade level is generated using the school's **current** enrollment in the courses affected by these orders. Instructional materials are ordered at a ratio of one for every student enrolled in core areas.
- ε **Do not approve orders blindly, as this may result in insufficient quantities of materials for opening of school.**
- ε If there is a **discrepancy** in the quantity of materials ordered, **do not disapprove** the order as that action will eliminate the order from the system. If this happens, the order will have to be re-created which can result in a delay in the delivery of the materials.
- ε If **more materials were ordered** than needed for your school, **approve** the order as it is and send an email to vpasaron1@dadeschools.net. Please write the following on the subject line of the email: **Extra materials**. Include the following information: 1) textbook item number, 2) quantity extra that can be transferred to another school, and 3) name of person to contact at the school and contact information.

Procedures for Requesting Additional Quantities of Instructional Materials – District Adopted Titles

Requests for additional quantities of materials needed – due to an increase in student population or new course being offered – must be reported to Instructional Materials Department. The procedures for requesting additional instructional materials are as follows:

- ε Send an email to Ms. Valentina Pasarón, Supervisor, Instructional Materials, at vpasaron1@dadeschools.net. The email must include the following information:
 - ν Textbook item number
 - ν Quantity of extra materials needed
 - ν Rationale for making this request
 - ν Name and phone number of contact person at school
 - ν The subject line of the email should read: School's Name and Work Location Number – Request for Additional (Subject Area) Textbooks
 - ν Requests missing any of the above information will not be processed.
 - ν All requests must come from a school site administrator or include a school site administrator in the cc's section of the email.

- ε It is strongly recommended that schools maintain a folder or binder containing copies of all instructional materials ordered for the 2017-2018 school year. This will enable school staff to verify the materials and quantities ordered for each course and item. It will also serve as a checklist to use when materials begin to arrive at the school.

Reporting Delivery Discrepancies of Instructional Materials - Stores & Mail Distribution (S&MD)

- ε Deliveries of instructional materials are handled by staff from the Department of Stores and Mail Distribution (S&MD).
- ε In the event of delivery discrepancies, school staff should direct inquiries to S&MD by calling 786-275-0600 or sending an email to textbooks@dadeschools.net. Please have the following information available:
 - ˘ School name and work location number
 - ˘ Name of school contact person and contact information (email and/or phone number)
 - ˘ Purchase order number or delivery ticket number
- ε Instructions describing the steps needed to open, review, and print instructional materials orders are available on the Department of Instructional Materials' website, located at <http://im.dadeschools.net>. Select the tab titled, SAP Tutorials.

Additional instructions and information can also be found on the new **Instructional Materials Department Procedures Manual** located at <http://ehandbooks.dadeschools.net/policies/140.pdf>.

Contact: Ms. Valentina Pasarón or Ms. Evelyn Rivas (305-995-2573)
Department: Instructional Materials