IJJ-E SUPPLEMENTAL MATERIALS FLOW CHART FOR SCHOOLS

DEFINITIONS from IJJ http://govboard.tusd1.org/Policies-and-Regulations/Policy-Code-IJJ

- 1. <u>Textbook</u>: Printed instructional materials or digital content, or both, and related printed or non-printed instructional materials that are used 70-75% of the time in the classroom by all students in a standards based instructional area. As provided by state law, "textbook" means printed instructional materials or digital content, or both, as well as related printed or non-printed instructional materials, written and published primarily for use in school instruction and required to earn credit for a given course of study, including materials that require the availability of electronic equipment in order to be used as a learning resource. <u>Textbooks are Board approved by ISBN.</u>
- 2. <u>Supplemental Materials</u>: **Supplemental Materials**: **Supplemental M**
- 3. Occasional Use Materials: Reference/library materials provided for single or light use. This policy should in no way discourage the use of "occasional/single use" educational resources like journal articles, current events periodicals, shared online teaching resources, video clips, etc., that enhance the learning environments for students. No Board Approval Needed But MUST comply with Procurement rules for quotes or formal solicitations. Please visit Procurement Intranet for details.

School/Department Identifies
Supplemental Materials Needed



School/Department Checks Destiny to see if Material is Board Approved Click here for instructions



Board Approved

School/Department

- 1. Search Destiny For Surplus Materials (no availability go to step 2)
- 2. Obtain Current Quote(s) (1 for Elem/K-8, MS & 3 for HS)
- **3.** Print Screen or Snip Destiny Screen with Approval Date clearly visible
- **4.** Submit Purchase Order Requisition and attach items 2 & 3 in iVisions.

TXT 1002 Request for Board Approval of Supplemental Materials Form

School Prepares and Submits to Regional Office (budget account code must be included) Department Prepares and Submits to Curriculum Development Office



- 1. *Regional Office Authorization (for School requests)
- 2. *Curriculum Development Authorization
- 3. *Curriculum and Instruction Authorization
- 4. *Finance Authorization



- 1. Curriculum Development begins the Public Review Process.
- 2a. Regional Office Submits BAI Title to Governing Board Office for school requests.
- 2b. Curriculum Development Submits BAI Title for Governing Board office for Dept. Requests
- 3. All Forms, Flyers, Public Comments are returned to Regional Office (school requests) or Curriculum Development (Dept. Requests) to attach to Board Agenda Item
- 4. Governing Board District Approval Data is entered in Destiny following GB approval.



School/Department:

- 1. Obtain Current Quote(s) (1 for Elem/K-8, MS & 3 for HS)
- 2. Print Screen or Snip Destiny screen with Approval Date clearly visible
- 3. Submit Purchase Order Requisition and attach items 1 & 2.

*Should materials requested be declined, all forms will be returned to School/Department to consider options (including possible appeal to Superintendent)