

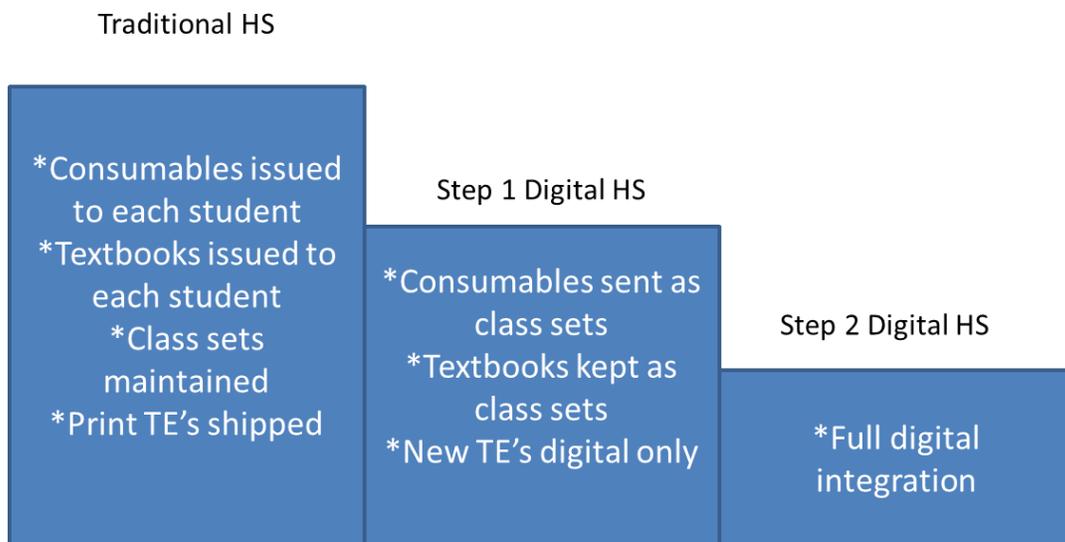


# Orange County Public Schools

## Digital Instructional Materials Plan

### Digital Step-Down

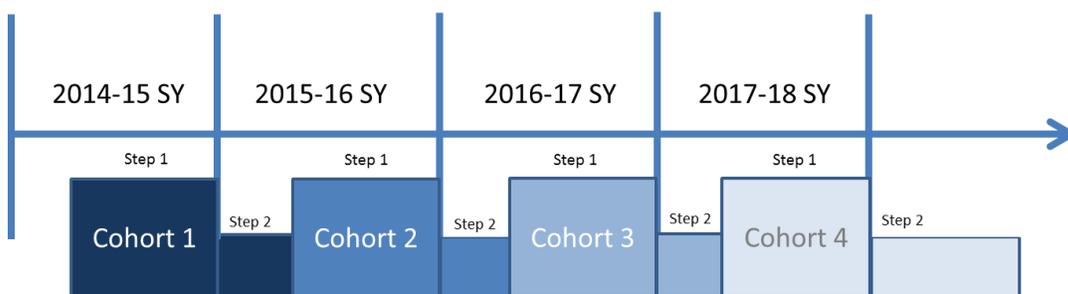
As your school begins its transition to a full digital learning environment, it is important to consider the impact the transition may have on the faculty and the students. Cohort 1 provided an excellent example for the District to expand upon, and we have taken time to analyze results and best practices to refine processes and provide expanded services. Oncoming Cohorts will now be transitioned to a full digital school over a two school-year period that gradually removes print instructional materials from the schools. This plan will have two distinct phases, or steps, and each oncoming Cohort will enter as a Step 1 Digital HS in year 1, then progress to a Step 2 Digital HS in year 2.



It must be noted that the removal of print materials and transition to digital instruction is only provided at the district level for district adopted materials. Any courses/materials (electives/AP) purchased at the school level must be managed at the school level with regard to digital access. Additionally, those textbooks not supported by district digital access should be retained on campus. A list of publisher sales reps will be posted to the Instructional Materials Department website ([textbooks.ocps.net](http://textbooks.ocps.net)) under Cohort 2. Additionally, the possibility of having an icon/access to that program/textbook placed on LaunchPad does exist and can be added upon request. Please visit the IMS website (<http://ims.ocps.net/>) and request changes to Launch via the Teaching and Learning Support tile/ticket.

### Plan Highlights

- A hybrid approach with a step down to full digital. Moving forward, they will be termed a Step 1 and a Step 2 Digital School.
- As a traditional high school transitions to a Step 1 Digital High School, the instructional materials will follow a blended model for this year, in which devices are issued and full digital access is provided for the teacher and student.
  - Print teacher editions on campus remain on campus with no further editions sent.
  - Hardback class sets remain on campus during the first year, remainder returned to warehouse. (Beginning April 15<sup>th</sup> 2015 for Cohort 2 Schools)
  - All consumables are sent as class sets for this year (ELA, ALG 1, ALG 2).
  - Survey for Cohort 2 HS's must be completed by **Friday April 24<sup>th</sup>**.



- Following the completion of the Step 1 school year, the administration will begin to make preparations for the full digital integration required to become a Step 2 Digital High School.
  - The remainder of print teacher editions are returned to the warehouse. (following 1<sup>st</sup> 9 wks)
  - The remainder of print student editions (class sets) are returned to the warehouse for storage/redistribution/surplus. (following 1<sup>st</sup> 9 wks)
  - No consumables will be sent to full digital schools.
  - Small quantities of textbooks can be kept on campus as department sets (if needed/approved).

This step down approach to becoming a digital school takes into consideration several of the available options presented to Digital Curriculum for each core subject and uses lessons learned at Cohort 1 schools to develop a more gradual method of digital transition. Allowing a year for the faculty and administration to acclimate to new methods is proving more beneficial than a complete culture shock. Additionally, with improved functionality from HMH, many of our difficulties realized early in this school year (2014-15), resulting in the shipment of textbooks/consumables to digital schools, will not plague oncoming digital schools. Lastly, continuing to provide printed/traditional instructional materials to Step 2 digital high schools, in core courses where full digital programs are available, is an impediment to the digital program and will only result in reliance on print materials and increased costs/redundant spending (print and digital).